



WASHINGTON STATE MILITARY DEPARTMENT

Emergency Management Division

WASHINGTON STATE FIRE SERVICES RESOURCE MOBILIZATION PLAN

Developed in Partnership With:

Washington State Patrol, Fire Protection Bureau
Washington State Department of Natural Resources
Washington State Fire Protection Policy Board
Washington State Fire Defense Committee

REVISED MAY 2002

June 18, 2002

All State Fire Mobilization Participants:

This revision of the *Washington State Fire Services Resource Mobilization Plan*, dated May 2002, is approved. The changes to this fourth, full revision have primarily focused on clarifying and streamlining the provisions and procedures that relate to all aspects of a state mobilization incident. The efforts of all involved are to be commended.

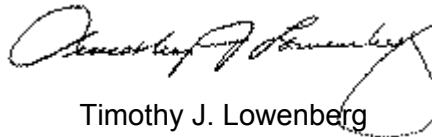
Key enhancements in this 2002 revision include:

- clarification of responsibility for incidents affecting unprotected areas
- set qualifications for state mobilization personnel resources
- the establishment of payment teams to accelerate the reimbursement process
- enhancement of the procedures to be followed for personal injury incidents
- establishing an audit mechanism for submitted claims

It is imperative that this *State Mobilization Plan* continues to be a dynamic document that reflects the pertinent issues and lessons learned, while at the same time focusing on maximizing efficiency and accountability.

Thank you for your willing and continued participation.

Sincerely,

A handwritten signature in black ink, appearing to read 'Timothy J. Lowenberg', written over a horizontal line.

Timothy J. Lowenberg
Major General
The Adjutant General

Enclosure

TJL:CEH:geh

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DISTRIBUTION

This *Washington State Fire Services Resource Mobilization Plan* will be distributed to all participating state agencies, local fire agencies, local emergency management agencies, county sheriffs, and public safety answering points.

This *Mobilization Plan* will be available on the Washington State Emergency Management Division's website, <http://www.wa.gov/wsem/>

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SECTION 1

INTRODUCTION

In 1992, in the wake of the October 1991 Spokane “Firestorm,” the Washington State Legislature directed the creation of a *Washington State Fire Services Resource Mobilization Plan*, hereinafter referred to as the *Mobilization Plan*. The State Fire Defense Board (now the State Fire Defense Committee of the State Fire Protection Policy Board) was formed with representatives from nine regions across the state to develop and recommend adoption of the *Mobilization Plan* by the state for inclusion in the state Comprehensive Emergency Management Plan (CEMP). This *Mobilization Plan* is an appendix to ESF-4 (Firefighting) of the CEMP.

The first formal adoption and approval of the *Mobilization Plan* was completed in July 1994, only a few days before the major mobilization to Chelan County for the Tyee and Leavenworth Fire Complexes. The *Mobilization Plan* proved effective in meeting the operational and financial demands of the Chelan County mobilization and brought to light deficiencies in the *Mobilization Plan*. To address these deficiencies, the State Fire Defense Board drafted major revisions that were approved and included in the *Mobilization Plan* in 1995. The experience of subsequent mobilizations has resulted in further refinements incorporated in 1999 and in this 2002 revision.

The 2001 wildland fire season was one of the most complex in Washington State history. A record 13 separate mobilization requests were approved – most of them involving multiple fires and all of them involving multiple state and federal agencies. At one point mobilization resources were assigned to eight different state mobilization incidents working simultaneously.

A development that has had a major impact on state fire mobilization incidents in the last couple of years has been the integration of Incident Management Teams (IMTs). The Washington Integrated IMTs are comprised of members from three separate entities: the Department of Natural Resources, the state’s fire service jurisdictions, and the five federal wildland fire fighting agencies (Forest Service, Bureau of Indian Affairs, Bureau of Land Management, Fish and Wildlife Service, National Parks Service). Currently there are five teams with 42-members each, with a pool of alternates. The teams are assigned on a rotating basis and may be called up for any type of all-hazard incident.

A recent development that has significantly improved the state fire mobilization reimbursement process has been the creation of payment teams. The payment teams, tasked to review the incident finance packages immediately following each incident, consist of representatives from the Washington State Patrol (WSP) Fire Protection Bureau, Department of Natural Resources, Washington State Military Department, and the state’s fire service jurisdictions.

The Washington State Military Department, Emergency Management Division, will use this *Mobilization Plan* as the basis to mobilize fire service resources in Washington State to respond to major fires or other disasters. The Adjutant General has the authority to mobilize fire service resources for major fires or other disasters in accordance with Chapter 38.54 of the Revised Code of Washington (RCW), and as such, references to the all hazard implementation of this *Mobilization Plan* are intended to follow the legislative intent expressed in that statute.

SECTION 2

AUTHORITY

The *Washington State Fire Services Resource Mobilization Plan* is developed in support of Chapter 38.54 RCW, State Fire Services Mobilization. Implementation consistency is sought with the following statutes:

- Chapter 38.52 RCW, governing Emergency Management;
- Chapter 43.43 RCW, governing the Washington State Patrol;
- Chapter 76.04 RCW, governing the Department of Natural Resources;
- Title 35 RCW, governing cities and towns; and
- Title 52 RCW, governing fire protection districts.

SECTION 3

PURPOSE

The purpose of the *Mobilization Plan* is to provide a process to quickly notify, assemble, and deploy fire service personnel and equipment to any local fire jurisdiction in the state that has expended all local and mutual aid resources in attempting to manage, mitigate, and control an emergency incident or situation for the protection of life and property.

The *Mobilization Plan* is all hazard, i.e., it is to be used to provide fire service resources in Washington State to any fire or emergency situation where they are needed to protect life and property.

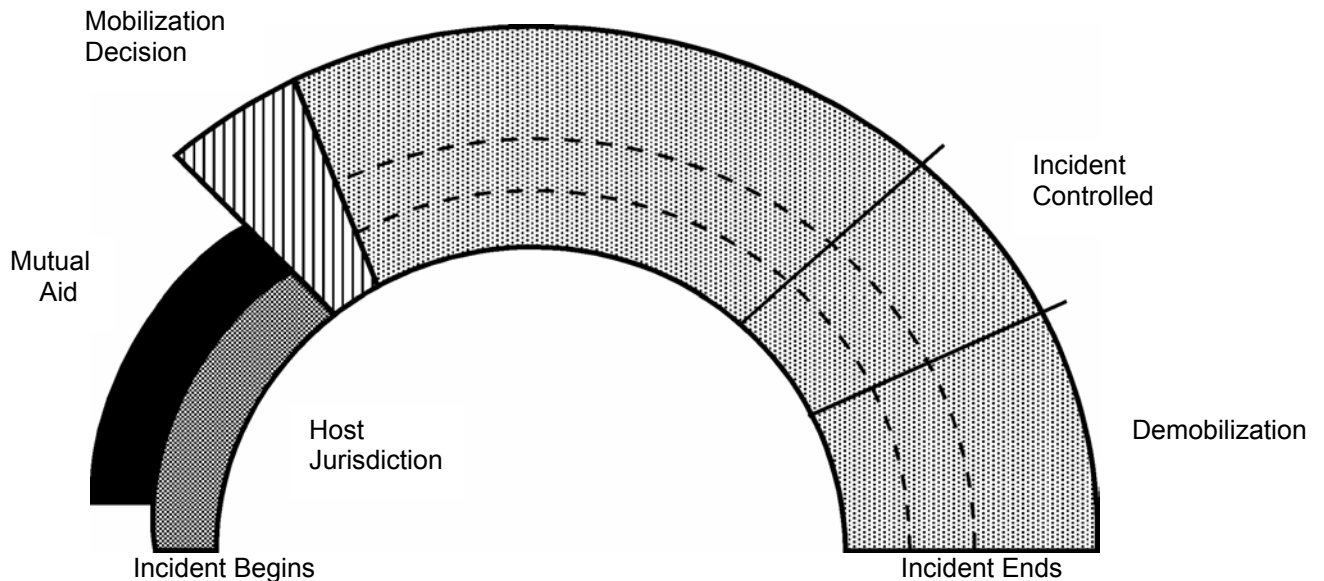
The *Mobilization Plan*:

- Describes the state and regional organizations, the resources, and the process for the mobilization of fire service firefighting resources in Washington State in response to a fire or other disaster that has exceeded the capabilities or capacity of local and mutual aid fire service resources.
- Serves as an educational tool for all fire service and other emergency response personnel to familiarize them with the state and regional fire service resources mobilization system.
- Sets forth the procedures providing reimbursement to fire agencies for eligible costs incurred, as allowed by statute, while mobilized for an emergency incident.

SECTION 4

EMERGENCY INCIDENT PROGRESSION

The arch below portrays the progression of an incident and is a graphic representation of the significant resource providers to a fire or other emergency incident that could involve federal, regional, and state resources from beginning to end.



**State Fire Resources Mobilization
Stages and Responsibility**

Initial Attack

At the outset the incident (host) jurisdiction responds and utilizes local resources. The local jurisdiction will remain involved in the incident, whether large or small, throughout its duration. If the event is within the control capabilities of the local jurisdiction, it will be handled by that jurisdiction.

The local jurisdiction responsibility is shown with the mid-gray, inner-arch, band.

Mutual Aid

Mutual aid is invoked in accordance with established mutual aid agreements when the incident jurisdiction requires immediate need resources beyond those locally available to achieve incident stabilization and control.

Mutual aid resources respond to the incident when the incident jurisdiction requests them, on a voluntary basis, without direct compensation, and may be terminated at any time by the Fire Chief of the jurisdiction that provided the mutual aid. In most situations, the combination of local and mutual aid resources will prove adequate to effectively deal with the incident.

The black band on the left side of the arch represents the mutual aid resources.

State Fire Services Mobilization Request

If the Incident Commander determines that all available local and mutual aid resources are overwhelmed by the incident and events, state mobilization of additional fire resources is warranted and a request for state mobilization should be made.

This period of mobilization need, request, and decision is reflected by the cross hatched section of the arch.

A mobilization request is a judgment decision supported by an assessment of incident potential that prompts the Incident Commander to conclude that the resources present and/or available will not be able to stabilize and control the incident.

State Fire Services Mobilization

Once state fire services mobilization has been approved, all local and mutual aid resources assigned to the incident become state mobilization resources. Additional available resources from beyond the local mutual aid network will be requested for response according to this *Mobilization Plan*.

The outside, light gray band on the arch represents the mobilization of fire resources by the state according to this *Mobilization Plan*.

SECTION 5

MUTUAL AID REQUIREMENTS

The *Washington State Fire Services Resource Mobilization Plan* provides for state mobilization when all local and mutual aid resources have been depleted.

State mobilization is not a replacement for mutual aid.

The provisions within this *Mobilization Plan* provide for state mobilization when mutual aid resources are inadequate or over extended.

Mutual aid agreements provide for rapid assistance from neighboring fire jurisdictions to meet the immediate need requirements of an emergency situation demanding resources beyond those available from the local jurisdiction. The key elements of mutual aid – quick response from closest resources – cannot be provided by state mobilization. Rapid intervention by mutual aid resources can secure control over an emergency incident that may otherwise continue to escalate.

Mutual aid is an essential element of local fire protection.

- All local fire protection jurisdictions should join in countywide mutual aid agreements.
- Regional mutual aid agreements are encouraged.
- At a minimum, mutual aid agreements should encompass all adjacent fire jurisdictions, including those in other counties, regions, or states as applicable.

Extensive and deep mutual aid networks between local fire protection jurisdictions provide optimal emergency incident response and control potential, thereby maximizing community fire protection. The parameters for an authorization of state fire resources mobilization provide for the recognition of emergency situations that place excessive demands on mutual aid. It is the intent of those parameters that mutual aid be extended and strengthened insofar as possible.

SECTION 6

REQUESTING STATE MOBILIZATION

6.1 Conditions for Requesting State Fire Resources Mobilization

State fire resources mobilization may be requested when all local and mutual aid fire resources have been expended in attempting to stabilize and control an emergency incident presenting a clear and present danger to life and property and the deployment of additional resources is required.

Regional Fire Defense Plans shall provide for incident and resource situation and status tracking to assure that the Regional Fire Resource Coordinator is aware of the development of the above situation.

Proactive Implementation of State Fire Resources Mobilization

Mobilization occurs “in response to an emergency or disaster situation that has exceeded the capabilities of available local resources.” (RCW 38.54.010) Certain planned events (events “certain”) have the capacity to result in an emergency or disaster situation that could exceed the capabilities of local resources. Additionally, the preparation for such events has the capacity to exceed the capabilities of available local resources. Thus, in such situations it may be reasonable and appropriate to interpret Chapter 38.54 RCW as authorizing proactive mobilization. Proactive mobilization shall be used to provide the increased fire service capacity and capability deemed necessary to meet preplanned management and control objectives for the event.

In the event of a proactive mobilization request, conditions of approval may be imposed, for example:

- No local or mutual aid fire service resources shall be eligible for cost reimbursement
- Only the state mobilization fire resources shall be under the control and direction of the Mobilization Incident Commander (MIC), in keeping with the accepted Delegation of Authority.

Unprotected Areas

State fire resources mobilization shall not be used to obtain fire protection resources for geographical areas with no local fire protection authority (i.e., unprotected areas, sometimes referred to as “No Man’s Lands”) or for the protection of structures in such areas, except as necessary to assist a local fire protection jurisdiction in confining a threatening fire or other hazard outside its exposed jurisdictional area. It must be presumed that the owners of improvements in “unprotected” areas are aware of their status, and state fire resources mobilization is not a substitute for local fire protection, regardless of the circumstances.

6.2 Authority to Request State Fire Resources Mobilization

The authority to request state fire resources mobilization is vested only in the:

- Fire Chief or designee
- or
- Incident Commander acting under a Delegation of Authority from the authorized representative(s) of a local fire protection jurisdiction.

Only these positions have been vested with the authority to request state fire resources mobilization. The key prerequisite for requesting state fire resources mobilization under this *Mobilization Plan* is expended local and mutual aid fire resources as described in Subsection 6.1 and the fire service Incident Commander is charged with the responsibility for incident management and resources.

Requests for state fire resources mobilization shall follow the Mobilization Procedure outlined in Section 8.

SECTION 7

COMMAND AND SUPPORT OF STATE MOBILIZATION RESOURCES

NIIMS INCIDENT COMMAND SYSTEM

All incidents for which state fire resources mobilization is requested and authorized must be managed and operated using the NIIMS (National Interagency Incident Management System) Incident Command System.

7.1 Command and Control Objective

Establish responsibility for overall command and control of state mobilization resources.

7.2 Authority

“It is the responsibility of the Adjutant General to mobilize jurisdictions under the Washington state fire services mobilization plan. The Director of Fire Protection shall serve as the state fire resources coordinator when the Washington state fire services mobilization plan is mobilized.” RCW 38.54.030.

Under the authority, and to effect the implementation of this statute, the State Fire Marshal shall assign a Mobilization Incident Commander (MIC) to each state mobilization incident. The MIC shall be either the Incident Commander of a Washington Integrated Incident Management Team or other qualified Incident Commander designated by the State Fire Marshal.

7.3 Mobilization Incident Command

A state mobilization incident may be under the command of a:

- Mobilization Incident Commander (MIC)

or

- Unified command, i.e., MIC with local Incident Commander(s)

The MIC does not automatically become the Incident Commander, but may assume that role under the direction and authority of a Delegation of Authority.

Delegation of Authority

A Delegation of Authority from the local jurisdiction(s) to the Mobilization Overhead Team is required.

A Delegation of Authority is a written transfer of authority vesting the MIC with the control and management of the incident in accordance with terms and conditions established by the delegating agency administrator or unified agency administrator group. A Delegation of Authority defines the scope of authority granted to the MIC and the relationship with the local IC or local/region Incident Management Team and may specify a unified command.

By statutory provision:

“Upon implementation of state fire mobilization, the host district resources shall become state fire mobilization resources consistent with the fire mobilization plan.” RCW 38.54.020(4).

The MIC will work in cooperation with the authorities of the local jurisdiction(s) to ensure that local policy, as established by the local agency administrator(s), and priorities for control are complied with insofar as possible. See Appendix E.2 for a model Delegation of Authority.

The MIC will ensure that a copy of the signed Delegation of Authority is faxed to the State EOC, (253) 512-7203, upon its execution.

7.4 Roles and Responsibilities of the Mobilization Incident Commander

The paramount responsibility of the MIC is to ensure that state mobilization resources are matched to incident requirements (i.e., that state mobilization resources are deployed and utilized in keeping with their training, experience and abilities) under the direction of qualified command, thereby ensuring effective and safe operations.

The MIC has the authority to assign, reassign, and demobilize resources in keeping with this mandate.

In support of these responsibilities, the MIC:

- Fills the Mobilization Overhead Team, as deemed necessary.
- Joins unified incident/area command as the Incident Commander for all state mobilization resources.
- May assume overall incident command responsibility and authority under a Delegation of Authority, in which event the MIC:
 - Works in cooperation with the authorities of the local jurisdiction(s) to assure that local fire policy, as established by the local agency administrator(s), and priorities for control are complied with insofar as possible.
 - Establishes incident/area priorities and objectives.
 - Determines strategies.
- Provides coordination and communication between local jurisdiction(s) and the incident.
- Ensures that state mobilization resources are matched to incident requirements.
- Orders, assigns and reassigns, and demobilizes state mobilization resources as necessary to support incident objectives.
- Procures logistical support as required to sustain state mobilization resources.
- Coordinates and supports the Area Command Authority if established. In the event that an Area Command is established, another MIC must be assigned to take that position within Area Command.
- Provides incident information to the State EOC and the State Fire Marshal through established communications channels.
- Collaborates with the State Fire Resource Coordinator on critical issues concerning fire resources.
- Interfaces with multi-agency command at the incident.
- Directs the Planning Section to provide the demobilization lists to the designated dispatch center (which in turn will send it to DNR in Olympia) prior to the Incident Management Team's departure from the incident.
- Provides input for the after-action report to the Washington State Military Department, Emergency Management Division.

- Ensures that the origin and cause of the fire is determined, and if found to be other than a natural cause, ensures that the cause of the fire is fully investigated and reported.

7.5 Mobilization Overhead Team

Once assigned, and after a briefing (incident status and potential, resource status and requirements, incident management) from the on-scene Incident Commander, the MIC shall activate a Mobilization Overhead Team as deemed necessary by the MIC.

The Mobilization Overhead Team shall serve as the Incident Management Team for the state mobilization resources under the authority and direction of a Delegation of Authority from the host jurisdiction(s).

The Mobilization Overhead Team may be either a:

- Short Team, comprised of positions designated by the MIC

or

- Full Team, comprised of all positions of a Washington Integrated Incident Management Team

Additional Incident Management Team positions may be filled if, in the judgment of the MIC, the incident requires them.

Training Assignments

In recognition of the requirement for training and the need to qualify additional personnel for future Incident Management Team assignments (as alternates, additions, or replacements), personnel may be mobilized in Incident Management Team position training assignments. Trainees shall be assigned from an established list of qualified personnel.

7.6 Air Operations Procedures

Air operations (attack, observation, and support) at all state mobilization incidents shall conform to the rules and procedures for air operations as adopted by the Washington State Department of Natural Resources.

7.7 Logistical Support

The Mobilization Incident Commander has the authority to procure the logistical support required to sustain the resources mobilized under state mobilization.

7.8 Contracts

For the efficient and expeditious acquisition of required resources of any kind, the MIC or Finance Section Chief may authorize direct vendor emergency contracts. This process minimizes the potential for error or delay in obtaining critical resources or paying costs.

This provision shall not be used to circumvent the prescribed, usual resource acquisition process.

SECTION 8

MOBILIZATION PROCEDURE

Implementation of this *Mobilization Plan* is intended to be simple and provide a direct process for a local jurisdiction to mitigate a serious threat to their community.

The success of the *Mobilization Plan* is contingent upon local government (fire jurisdictions, law enforcement agencies, and emergency management officials), the Regional Fire Resource Coordinators, and the involved state agencies having a clear understanding of the terms and procedures outlined in this *Mobilization Plan*.

The mobilization procedure is as follows (refer to the Mobilization Flow Chart, page 8-4):

8.1 Local Incident Commander

- Upon determining that:
 - 1) All available local and mutual aid resources (as defined by the Regional Fire Defense Plan) have been expended in attempting to stabilize and control an emergency incident presenting a clear and present danger to life and property, and
 - 2) Available resources are inadequate to achieve incident stabilization and control, and additional fire resources are required, then
 - 3) The local Incident Commander shall provide:
 - a) Specific numbers and types of fire resources required
 - b) Functional assignment intended for state mobilization resources
 - c) Assembly point and contact for state mobilization resources
 - d) Radio frequency assignment for incoming state mobilization resources
- Shall convey all of the above information, together with a situation status report and a contact telephone number, to the local fire dispatch center or the Regional Fire Resource Coordinator as prescribed by the Regional Fire Defense Plan with a request for the mobilization of required resources in accordance with the Mobilization Plan.

8.2 Local Fire Dispatch Center

- As requested by the host Fire Chief or designee, contact the Regional Fire Dispatch Center or Regional Fire Resource Coordinator and request the necessary resources.
- Provide to the Regional Fire Dispatch Center or Regional Fire Resource Coordinator:
 - 1) Name of incident command and contact telephone number
 - 2) Current description of the situation
 - 3) Detail of local and mutual aid resources involved
 - 4) Confirmation that local and mutual aid resources are expended or depleted
 - 5) Specific description of additional resource needs (number and type)
 - 6) Intended functional assignment of state mobilization resources
 - 7) Location of the local mobilization point (assembly area)
 - 8) Name of the contact person for incident check-in
 - 9) Radio frequency assignment for incoming state mobilization resources
- Use the Mobilization Authorization and Resource Request Checklist (Appendix C) to gather information.

8.3 Regional Fire Resource Coordinator: Host Region

- Receive resource requests from the local jurisdiction.
 - Confirm the status of the region's resources (what is already used).
 - Know the required information (see Appendix C) to describe the situation to the State EOC.
- Contact the State EOC at (800) 258-5990.
 - Relay the local jurisdiction's information.
 - Request the needed resources according to this Mobilization Plan.
 - Obtain mobilization authorization, state mission number, and exact time of authorization from the State Emergency Management Division.
- Record the responding resources information provided by the WSP, Fire Protection Bureau, including resource request numbers and estimated arrival time(s).
- Order non-mutual aid in-region fire resources as available to fill resource requests, utilizing and assigning authorized resource request numbers. Report the following information to the WSP, Fire Protection Bureau at the State EOC:
 - Resources ordered
 - Numbers assigned
- Convey state mobilization resource information and status to the Incident Commander via the local fire dispatch center.

8.4 Washington State Military Department, Emergency Management Division

- Receive notice of the incident and the mobilization request with required supporting information (using Appendix C) from the host Fire Chief or designee.
- Assign incident mission number.
- Provide information, in coordination with other agencies, to the Adjutant General for a decision to authorize the activation of the *Mobilization Plan*.
- Activate the State EOC as appropriate.
- Notify other state agencies as necessary, of the incident.

8.5 Washington State Patrol, Fire Protection Bureau

- Confirm with the host Regional Fire Resource Coordinator(s) that mobilization has been declared.
- Notify designated (duty scheduled) Mobilization Incident Commander(s) of the incident and provide the MIC with incident information and contact numbers.
- Notify the designated Deputy State Fire Marshal to respond to the incident.
- Ensure that state fire resource coordination, tracking, incident timekeeping, verification, and related fire resource allocation activities are in place.
- Obtain/confirm the current commitment of fire resources from the host region(s) to the incident.
- Secure a commitment of resources from the nearest non-affected regions. The principle of "closest resources" should be adhered to insofar as possible.
- Assign resource request numbers and provide the incident's mission number to the resources being mobilized.
 - Note:** The Deputy State Fire Marshal assigned to the incident will provide resource request numbers to all resources committed to the incident at the time of mobilization, e.g., host agency and mutual aid resources.
- Direct resources to the incident's mobilization assembly area(s) as designated by the requesting Regional Fire Dispatch Center or Regional Fire Resource Coordinator.
- Notify the requesting Regional Fire Dispatch Center or Regional Fire Resource Coordinator of the resources ordered and responding.

8.6 Responding Regions: Regional Fire Resource Coordinator

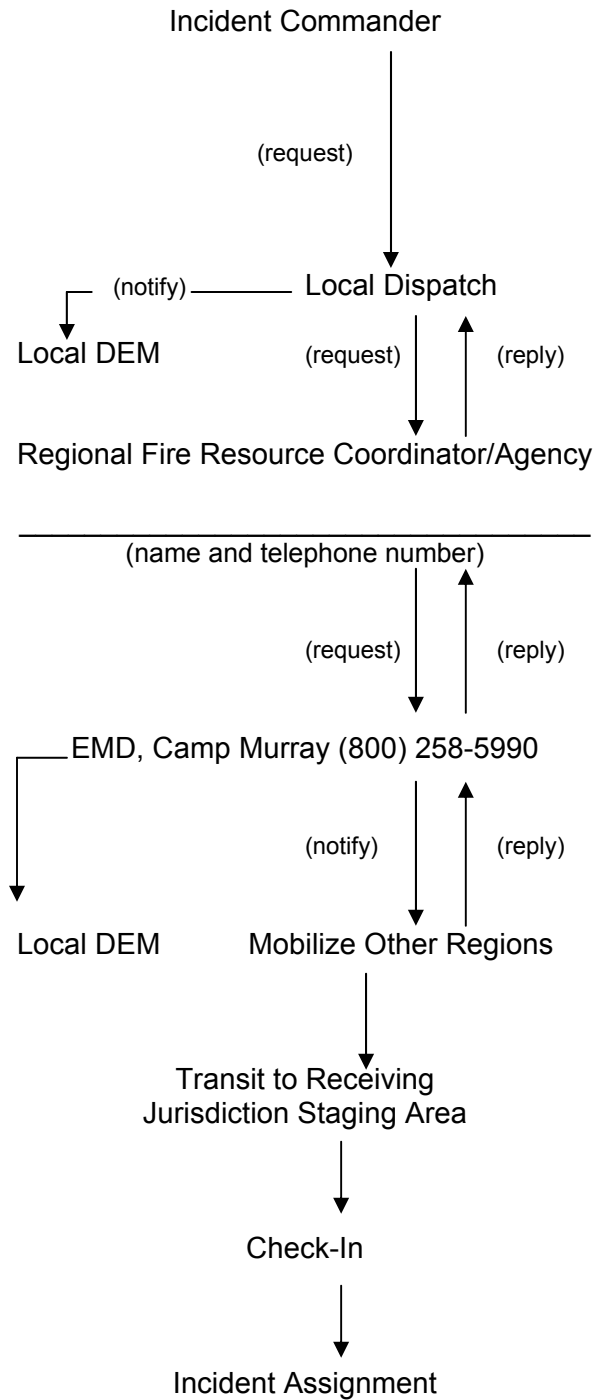
- Utilize the Regional Fire Defense Plan and Regional Fire Resource List(s) to meet resource requests.
- Confirm to the WSP, Fire Protection Bureau within 1 hour that resources ordered can and will be filled.
- Provide responding resources with the assigned incident mission number and resource request numbers.

To be eligible for cost reimbursement, a responding jurisdiction must obtain both the incident mission number and resource request numbers prior to responding.

8.7 Responding Regions: Resources

- Assemble and depart from home jurisdiction for regional assembly or incident within two hours of the request.
Note: Immediate need resources should respond immediately, without assembly of teams or other undue delay.
- Team Leader: Complete the MOBE 5-2 form(s), Mobilization Manifest, (see Appendix G.1) prior to departure from final assembly point to the incident. Two copies of this multi-part form will be used for incident check-in.
- Travel to the incident assembly area, check-in, and receive incident assignment.

Mobilization Flow Chart



Mutual aid and local resources are depleted.

Authority to request mobilization resides with:

- Fire Chief or Designee

or

- IC of IMT with Delegation of Authority

Disaster Support Functions provided by receiving jurisdictions.

24-hour regional contact point

Decision to Mobilize
(24-hour state contact point)

Local Assembly Time (2 hours maximum)

SECTION 9

ROLES AND RESPONSIBILITIES

LOCAL JURISDICTION RECEIVING MOBILIZATION

9.1 Prerequisite

Determine that the conditions for requesting state mobilization have been met. See Section 6.

9.2 Request Resources

Request resources in accordance with this *Mobilization Plan*. See Section 8.

9.3 Communications

The Communications Unit and the Incident Commander should disseminate the incident's communications' frequencies and telephone numbers, as soon as possible. This information should be provided (preferably by fax) to the Regional Fire Resource Coordinator(s) at the time state mobilization is being requested. The information will clarify the communications assignments and also allow the opportunity for radios to be programmed to the correct frequencies during the mobilization assembly period.

9.4 Resource Support

Provide necessary and appropriate support for incoming state mobilization resources.

Operations support: Incident check-in
Staging
Resource tracking
Communications coordination
Guides, maps, etc. as required

Logistics support: Food
Shelter
Fuel
Emergency public information
Other support services as required

Request the local Department of Emergency Management, the State Emergency Management Division, and the Department of Natural Resources to assist with support requirements.

9.5 Resource Tracking of Initial Attack Resources

The host jurisdiction is responsible for maintaining a tracking system, from the beginning of the incident, for all local and mutual aid resources.

Utilize ICS 201, Incident Briefing Form (see Appendix F). Provide the completed ICS 201 form to the Mobilization Incident Commander.

This information will be provided to the Washington State Patrol, Fire Protection Bureau as soon as possible after the authorization of state mobilization so that resource order numbers can be assigned.

9.6 Ground Support Unit

A Ground Support Unit shall be established for the initial support of state mobilization resources.

9.7 After-Action Report

Evaluate the performance of the Incident Management Team.
Provide input for the after-action report.

SECTION 10

ROLES AND RESPONSIBILITIES

LOCAL JURISDICTION PROVIDING RESOURCES

Provisions of Statute

“Mobilization” means that fire fighting resources beyond those available through existing agreements will be requested and, *when available*, sent in response to an emergency or disaster situation that has exceeded the capabilities of available local resources. During a large scale emergency, mobilization includes the redistribution of regional or state-wide fire fighting resources to either direct emergency incident assignments or to *assignment in communities where fire fighting resources are needed*. RCW 38.54.010 (emphasis added).

10.1 Intent of Statute

- **“when available”**

The statute and the *Mobilization Plan* both provide for the mobilization of resources “when available”. If an apparatus or equipment resource must be backfilled, then it is unavailable and is not to be mobilized. “When available” means that there is no requirement to provide fire resources in response to a state mobilization request, and that no replacement or backfill apparatus will be provided to a local fire protection jurisdiction that has committed apparatus to a state fire resources mobilization. If a backfill apparatus is requested, the mobilized apparatus will be demobilized and returned as soon as possible; no replacement will be authorized.

- **“assignment in communities where fire fighting resources are needed”**

“Assignment in communities where fire fighting resources are needed” is a provision intended to allow for area or regional redistribution of resources to maintain minimum community fire protection and optimal utilization of local and regional resources at the emergency incident (taking advantage of local apparatus capabilities, local personnel training and experience, and local community resource commitment). A MIC or Area Incident Commander may assign available mobilized resources to achieve basic minimum local fire protection in communities that are under protected because of their deep commitment of resources to the major emergency incident(s). The concept is one of wider and deeper move-up of fire resources, and in doing this, resources are assigned as required to both incident and coverage needs. This provision is not to be construed as authorization for backfill apparatus except as it may make critical or specially qualified resources available for mobilization.

10.2 Available Resources

Local jurisdictions must maintain a current list of resources available for state fire resources mobilization, with the understanding that no provision is allowed for backfilling or replacing mobilized resources during their absence (except as specifically provided in the *Mobilization Plan* for line firefighters as required to maintain staffing obligations).

The list of resources available should be reviewed annually and must be provided to the Regional Fire Resource Coordinator.

10.3 Preparation

Maintain:

- List of available resources.
- Reference copy of the *Washington State Fire Services Resource Mobilization Plan*.
- Contact procedures for the Regional Fire Resource Coordinator.
- Decision mechanism for sending resources.

10.4 Mobilized Resources

- **Time Commitment**

A state mobilization assignment may be up to 14 days, plus travel time.

The minimum time commitment for personnel is 72 hours. A fire agency may, at its option, arrange for partial or full crew replacements after 72 hours.

- Notice (minimum of 24 hours) of the intended crew change must be provided to the Incident Commander and the Incident Commander must approve of the change.
- Crew changes must be coordinated to occur during unassigned incident time.

Note: There are limitations on the reimbursement of costs incurred in making crew changes (see Section 14.4.4).

- **Personnel**

Mobilized personnel must be:

- Minimum of 18 years old.
- Trained, qualified, and experienced in the positions for which they are mobilized.

Example: For a wildfire assignment (including structural protection), NWCG "Red Card" qualification or equivalent is required.

- Fully equipped with required personal protective equipment (PPE) and safety equipment.

Example: Includes fire shelter for wildland firefighter.

- Physically conditioned and fit to perform the tasks assigned.

Example: Fitness requirement for wildland firefighter is arduous.

- **Apparatus**

Mobilize reliable and serviceable units.

Units found to be unreliable and/or unsafe may be decommissioned by the Ground Support Unit at any time. Decommissioned units are not eligible for any payments until returned to service by the Ground Support Unit. Utilize Optional Form 296, Vehicle/Heavy Equipment Safety Inspection Checklist (see Appendix F).

10.5 Private Contract Fire Resources

Private contract resources may contract with a local fire protection jurisdiction, and under the terms and conditions of that agreement become a resource of that jurisdiction. These private contract resources may then be mobilized as fire protection jurisdiction resources. In such a case, the resource is seen and identified as from the local fire protection jurisdiction, and the *Mobilization Plan* governs all practices, payment conditions, and rates, just as it does for all other state mobilization resources.

Under certain conditions and consistent with the State's Comprehensive Emergency Management Plan, the State EOC may order and/or contract for commercially available resources as needed by competent local authority to alleviate threats to life, property, and the environment.

10.6 Mobilization Assembly

- For immediate need resources, respond immediately without assembly.
- For planned-need resources, adhere to mobilization assembly time commitment of 2-hour maximum.
- Personnel and equipment must be prepared for a minimum 72-hour deployment. Refer to Appendix D.2 for the Recommended Strike Team / Task Force Travel Kit.

10.7 Forms and Information Required at Incident Check-In

The MOBE 5-2 form, Mobilization Manifest, (see Appendix G.1) must be completed and will be required for incident check-in.

To streamline the incident check-in process and assure that all information is accurate, all state mobilization resources are to arrive at the incident with resource-specific information (MOBE 5-2 form, Mobilization Manifest, Appendix G.1) already completed.

In addition, information shall be provided at incident check-in to the Finance Section for personnel and resource costs.

10.8 Communications

Communication links are vital and must be ensured (utilize Appendix E.3).

- The VHF radio spectrum will be primary on state fire mobilization incidents.
- All state mobilization resources must have programmable VHF radio capability.
- All units of a strike team / task force must have common communications other than REDNET (153.830 MHz) or OSCCR (156.135 MHz).
- Strike team / task force leaders must have REDNET (153.830 MHz), the specified communications link with the Division Supervisor (unless otherwise specified in the Incident Communications Plan).

REDNET may be utilized as a command frequency within divisions and between divisions and operations.

OSCCR may be used for on-scene communications as needed and directed by the Incident Commander.

10.9 After-Action Report

Provide input for the after-action report.

SECTION 11

ROLES AND RESPONSIBILITIES

FIRE DEFENSE REGION

11.1 Planning

- Know local jurisdiction roles and responsibilities.
- Develop and maintain an approved (by the State Fire Defense Committee) Regional Fire Defense Plan. Each regional plan must:
 - Meet the basic requirements for a Regional Fire Defense Plan as prescribed by the State Fire Defense Committee (see Appendix B.3).
 - Be compatible with the local mutual aid nets and other interagency or inter-local agreements for fire resource response.
 - Provide a communications plan for utilization within the region, compatible with the state communications plan to assure communications in the event of an in-region mobilization.
- Know how to contact the Washington State Military Department, Emergency Management Division and be able to relay the necessary incident information for making a mobilization request. Utilize the Mobilization Authorization and Resource Request Checklist (Appendix C).

11.2 Regional Fire Resource Coordinator

The Regional Fire Resource Coordinator may be a communications center or a person with designated alternate(s) to assure continuity.

- Maintain current Regional Fire Resource Lists using defined resource terms (e.g., strike teams, task forces).
- Provide current resource lists to the WSP, Fire Protection Bureau.
- Contact Point: Provide a 24-hour contact point from which to:
 - Receive requests from local jurisdictions for resources.
 - Act as the information and contact point for the State Emergency Management Division during implementation of the *Mobilization Plan*.
- Provide *Mobilization Plan* overviews and training within the region.

11.3 Regional Fire Dispatch Center: Resource Ordering and Tracking

• Non-Mobilization Resource Orders from Outside Agencies

Multiple jurisdictions can be involved in the ordering of fire service resources. Resource requests that are placed independently are unaccounted for centrally and compromise regional and state fire mobilization response plans.

Each region must designate or establish a Regional (24-Hour) Fire Dispatch Center / Contact Number – through which fire service resources within the region are to be ordered by other (non-local) agencies (e.g., WSP, DNR, USDA Forest Service, BIA, BLM). The DNR will coordinate orders from out-of-state and federal agencies and utilize the designated Regional Fire Dispatch Center for ordering local fire service resources.

Local Fire Dispatch Centers must not accept resource requests placed directly by outside agencies.

Outside agencies will provide the resource lists and contracts that they have developed and use to the Regional Fire Dispatch Center.

- **Outside Agency and Mobilization Requests for Fire Resources**

When fire service resources are ordered by a Regional Fire Dispatch Center in response to resource orders placed either:

- By an outside agency

or

- For state mobilization

the Regional Fire Dispatch Center shall clearly state the origin of the order request.

Resources ordered by an outside agency (e.g., DNR or USDA Forest Service) may not “switch” to state mobilization status if the incident later requires state mobilization resources.

- **Inability to Fill Resource Orders**

Resource orders placed with a Regional Fire Dispatch Center that, for any reason, cannot be filled are to be returned to the source of the order.

Regional Fire Dispatch Centers are not to shop for resources outside of their region.

- **Incident Resource Tracking**

Resource tracking must start at the beginning of an incident. Resources dispatched to incident(s) by a Local Fire Dispatch Center as initial attack, secondary response, or mutual aid must be tracked.

Regional Fire Defense Plans must establish the points at which Local Fire Dispatch Centers report fire resource commitments to the Regional Fire Dispatch Center.

- **Mobilization Incident Response**

Receive and respond to resource mobilization requests from the local jurisdiction.
Provide input for the after-action report.

11.4 Mobilization Support

Rapidly escalating incidents impose excessive demands on available personnel and may be assumed to exceed the capacity of the local jurisdiction(s) to provide overhead support to mobilized resources.

- **Local / Regional Incident Management Team**

The development of local and/or regional Incident Management Teams and provision for their activation as part of the regional plan is strongly recommended. Early establishment of these Incident Management Teams will help to assure enhanced incident control and management and smoother integration of mobilized resources into the incident.

SECTION 12

ROLES AND RESPONSIBILITIES

STATE AGENCIES

12.1 Washington State Military Department, Emergency Management Division

12.1.1 Preparation

- Maintain 24-hour contact availability through the Washington State Military Department, Emergency Management Division's State Emergency Operations Officer (SEOO).
- Develop and maintain standard operating guidelines to implement Department roles and responsibilities.
- Maintain and operate the State Emergency Operations Center (EOC) for use by all state coordinating agencies.

12.1.2 Mobilization

- Receive notice of the incident and the mobilization request with required supporting information (using Appendix C) from the host Fire Chief or designee.
- Assign incident mission number.
- Provide information, in coordination with other agencies, to the Adjutant General for a decision to authorize the activation of the *Mobilization Plan*.
- Activate the State EOC as appropriate and advise WSP, Fire Protection Bureau and DNR, as well as other state agencies, as necessary, of the incident.
- Assist local jurisdictions with identifying and acquiring appropriate support functions, e.g., food, shelter, fuel, communications, emergency public information, and personnel, as needed and requested.
- Deploy, when requested, an EMD liaison to the local EOC or Incident Command Post.
- Support affected local jurisdictions in tracking incident costs and completing administrative paperwork.
- Prepare and coordinate an after-action report of all mobilization efforts.

12.2 Washington State Patrol, Fire Protection Bureau

12.2.1 Preparation

- Develop and maintain standard operating guidelines to implement Bureau roles and responsibilities.
- Issue resource request numbers to Regional Fire Resource Coordinator(s) to be used for assignment to non-mutual aid in-region resources that may be ordered only upon receiving mobilization authorization from EMD.
- Maintain a resource order and tracking system that is compatible with the system in use by wildland firefighting agencies.

12.2.2 Mobilization - Emergency Mobilization Section

- Provide state coordination and state fire resource mobilization activities at the state EOC.
- Access and order fire service resources from non-affected regions as provided for by the *Mobilization Plan* and deploy those resources as requested by Regional Fire Resource Coordinator(s) to local jurisdictions.
- Assign resource request numbers for all state mobilization resources.
- Participate in preparation of the after-action report.

12.2.3 Mobilization - Field Operations

- Assist in support and preparation for incoming state mobilization fire resources.
- Coordinate with the Regional Fire Resource Coordinator(s) in the assessment of the current and projected commitment of state fire mobilization resources to the incident.
- Advise the MIC of any special needs or requirements of the State Fire Marshal.
- Clarify and confirm single point ordering process.
- As requested by the MIC, assist in the preparation of the first incident action plan.
- Coordinate communications between the MIC, State EOC, and State Fire Marshal.
- Ensure that resources are tracked at the incident as required.
- Verify the accuracy of resource documentation.
- Coordinate with local authorities as necessary to determine origin and cause of the fire.

12.3 Washington State Department of Natural Resources

12.3.1 Preparation

- Fulfill legal responsibilities for forest fire suppression.
- Coordinate orders for local fire jurisdiction resources from state, out-of-state, and federal agencies.

12.3.2 Mobilization

- Provide resources, including air attack, logistical support, equipment, and personnel, as available.
- Participate in preparation of the after-action report.
- Mobilize Washington Integrated Incident Management Teams.

SECTION 13

REIMBURSEMENT OF INCURRED COSTS

13.1 Principles

In accordance with the *Washington State Fire Services Resource Mobilization Plan*, the Washington State Military Department will reimburse fire agencies for the eligible costs incurred while mobilized for a major emergency incident.

In the event that a state mobilization incident qualifies as a Presidential or other federally reimbursable disaster, the reimbursement policy will not change with regard to the local jurisdiction participants. Local jurisdictions will be fully reimbursed for their eligible state mobilization expenses, even if all costs associated with the state mobilization incident are not eligible for federal reimbursement.

The number and type of apparatus and personnel mobilized and tasked to a major emergency incident will be reasonable and necessary as determined by the Incident Commander, will be mobilized according to this *Mobilization Plan*, and will be subject to the later review of the Washington State Military Department.

13.2 Criteria for Payment

The *Mobilization Plan* and its enabling law, Chapter 38.54 RCW, provide for reimbursement of costs to “fire jurisdictions” only. The logistical support of state mobilization resources is an inherent requirement of state mobilization and its procurement is deemed to be within and essential to state mobilization. The costs of necessary logistical support are therefore reimbursable as state mobilization costs.

13.3 Resource Order Authority

A resource request number shall be assigned to each mobilized unit or person. The resource request number is the authority reference for all claims, including those of the personnel assigned to the units.

A resource request number is required for all resources. The Washington State Patrol, Fire Protection Bureau will issue all resource request numbers.

13.4 Records

Accurate time and activity records for all units and personnel are required to be maintained by the unit leader.

Unit time records must be turned in to the Incident Time Unit daily.

Completed unit logs must be turned in to the Demobilization Unit prior to departure from the incident.

13.5 Claim Forms

Claims for expenses and reimbursement of costs incurred under state fire services mobilization are to be made utilizing the state mobilization (MOBE) forms (see Appendix G.1).

Exceptions: The incident Finance Section will create the payment records for all apparatus and volunteer personnel. No agency records or expense claims are to be prepared for these.

13.6 Submittal of Claims

Claims must be submitted to the Washington State Patrol, Emergency Mobilization Section within 45 days of the end of the mobilization.

Exceptions (i.e. late claims) may be allowed only with written notice to, and approval of, the Washington State Military Department.

13.7 Payment Teams

Designated payment teams with representation from the WSP Fire Protection Bureau, Washington State Department of Natural Resources, Washington State Military Department, and the Washington State fire services are tasked to review the incident finance packages as soon as feasible following each incident. This review will assure that each incident's financial package is complete, in order, and ready for payment processing.

13.8 Audit

All claims for expenses and reimbursement of costs incurred are subject to audit.

Audit personnel may call for, and the local jurisdiction making the claim shall provide, all records necessary to conclusively show that actual payments were made for which reimbursement is claimed.

SECTION 14

REIMBURSEMENT OF INCURRED COSTS

FIRE AGENCY COSTS

14.1 Personnel: Regular Fire Agency Employees

14.1.1 Principle

- The costs of fire agency employees tasked to the state mobilization by their home agency will be paid except as limited or otherwise provided herein.
- Eligible costs incurred by the agency for the state mobilization will be certified by the fire agency to the Washington State Military Department for reimbursement.

14.1.2 Resource Order Authority

- A resource request number shall be assigned to each mobilized unit or overhead personnel. The resource request number is the authority reference for all claims, including those of the personnel assigned to the units.
- A valid resource request number is required as a condition for payment, but is not, per se, an authorization for payment.

14.1.3 Mobilized Personnel

- Regular paid or career employees of a fire agency that are tasked to a state mobilization by their home fire agency will continue to be employees of that agency at all times.
- Regular paid or career employees will be compensated in accordance with the policies, labor agreements, and practices of their employer agency.

Fire Service Employee as Volunteer

A regular paid or career employee of a fire agency may accept a state mobilization assignment on personal time. In such case, that person is mobilized as a volunteer and will be employed and paid as a volunteer (see Volunteer Firefighters).

14.1.4 Cost Measure

- The measure to be used for the regular paid or career personnel costs of fire agencies is the total cost of compensation (TCC), including benefits. See Appendix G.4 for allowable TCC costs; no additional personnel costs will be allowed.

Exception: See below for limitations on reimbursable costs of Incident Management Team personnel.

14.1.5 Limitations on Reimbursement of Costs

• Overtime

Reimbursable compensation of regular paid or career employees of a fire agency may not exceed regular time pay for regular assigned work hours plus overtime pay for extra assigned hours. Overtime pay for all hours is not allowed unless all mobilized hours are outside of regular assigned work hours.

- **Out of Service Unit**
The costs of personnel assigned to a unit that is out of service (e.g., decommissioned by the Ground Support Unit, broken down) are not paid during the unit's out-of-service time unless they work in reassigned positions. Complete documentation of out-of-service time and any reassignments is mandatory.
- **Incident Management Team Personnel**
 - Reimbursable costs of Washington Integrated Incident Management Team personnel are limited.
 - Reimbursable costs for Incident Management Team personnel include local fire protection jurisdiction costs for regular time hours worked, overtime hours worked, benefits, transportation, and per diem. The overtime premium costs of required direct replacement (backfill) personnel are also allowed.
 - "Benefits" are limited to allowable TCC costs (see Appendix G.4).
 - This means that portal-to-portal time is not allowed for IMT personnel. Incident-assigned hours worked is the essential parameter for reimbursable costs, not an hourly rate. A local fire protection jurisdiction must configure its claim to cover its actual TCC.
- **Incident Time Off**
In principle, any incident personnel may request non-compensated time off from the incident during unassigned time, subject to the approval of the Incident Commander. The compensable time reported for the incident shall specifically indicate any such time off, and it shall not be compensable or reimbursable as an agency cost.
- **Incident Crew Change Costs**
Reimbursement of costs incurred in making crew replacements (as allowed by Section 10.4) are limited. No time is allowed for any of the changing crewmembers (see Section 14.4.4).

14.1.6 Home Agency Replacement Personnel

- The excess costs of personnel required by the provider agency as replacements for mobilized personnel will be paid.
- Excess costs are those incurred over and above the costs that are normal and usual for regular operations (e.g., overtime premium). Utilize the MOBE 16-2B form (see Appendix G.1).

14.1.7 Returning Mobilized Firefighter that has been "Backfilled"

- When required to comply with local minimum staffing requirements, the overtime premium costs of a replacement firefighter filling for a firefighter tasked to a state fire mobilization are reimbursable (see Section 14.1.6 above). When the mobilized firefighter arrives back home, eligibility ends for any cost reimbursement (1) for that firefighter and (2) for the backfilling replacement firefighter. If the mobilized firefighter arrives home during his/her regular work shift, the expectation is that he/she will report for and return to work.
- If the home fire agency chooses to allow the returning firefighter to go home (i.e., to their personal residence), rather than to return to work, it does so at its own expense (not reimbursable).

14.1.8 Support Personnel

- Fire agency costs for personnel working in a support role specific to the state mobilization effort, such as personnel responsible for coordinating the state mobilization effort for their jurisdiction, are reimbursable provided that such costs are above and beyond normal and usual fire agency costs.
- Resource request numbers are required for support personnel and are to be requested through the Regional Fire Resource Coordinator.

14.1.9 Incident Support Personnel

- Local fire agencies providing state mobilization resources are not to send support personnel (i.e., paramedics or mechanics) with those resources.
- No resource request numbers will be authorized for such support resources and they will not be eligible for cost reimbursement.

14.2 Apparatus

14.2.1 Apparatus Eligible for Payment

- Costs of fire agency apparatus utilized in the state mobilization, including structural firefighting units, required support units, and command vehicles, will be paid.
- Costs of privately owned vehicles are not a fire agency expense, and are not eligible for reimbursement.

14.2.2 Compensable Time

- Compensable (“working”) time for firefighting apparatus includes:
 - Travel time to and from the state mobilization incident site, i.e., driving time, except for transported or towed units.
 - Actual hours on assigned shift status except assigned standby (staging) time during which the unit is not running.
- Unit status as assigned will be determined by the incident shift plan.
- Units allocated to the incident but not assigned are not paid except as provided by the minimum time provision below. These units, although allocated to the state mobilization, are unassigned or non-staged. Allocated, unassigned units will normally be at a mobilization assembly area or base.
- A minimum of 5 hours of “working” time will be paid per 24-hour period for firefighting apparatus, even if actual hours worked (assigned) is less, provided that the apparatus is in service (response ready). This minimum “working” time provision does not apply to travel days to or from the incident.

14.2.3 Payment Rates

- Payment rates for apparatus and equipment will be in accordance with the current Washington - Oregon Interagency Rate Schedule as amended and adopted by the Washington State Association of Fire Chiefs. The current Interagency Wildfire Wage and Equipment Rental Rates as adopted by the Washington State Department of Natural Resources will be utilized for equipment and personnel rates not found in the Washington - Oregon Interagency Rate Schedule as amended and adopted by the Washington State Association of Fire Chiefs.

- The Finance Section Chief for the fire mobilization Incident Management Team shall have the authority to negotiate payment rates for specialized resources, including those with nominally listed (published) rates, provided that such negotiated rates, with reasons and facts in support, are documented and a copy attached to the claim(s).

Payment rates are “wet rates”, inclusive of all fuel, oil, maintenance, repair, insurance, and incidental costs (e.g., ferry transport).

- The direct costs of all fuel, oil, maintenance, repair, insurance, and incidental costs must be paid by the owner agency (i.e., resource provider) and are not reimbursable.
- Units are paid per the type ordered, but are subject to revision based on how they are actually used.
Example: Type 3 Engine 2x4 ordered, Type 2 Engine 4x4 provided. Engine is paid as a Type 3, 2x4 (as ordered), but if 4x4 capability is required, it is paid as a Type 3, 4x4.
- Units are paid for what they are (e.g., 2x4 or 4x4) unless the order is specific.
Example: Type 3 Engine ordered, Type 1 Engine provided; drive (2x4 or 4x4) not specified in the order. Engine is paid as a Type 3, and if it is 4x4 it is paid as a Type 3, 4x4 whether or not 4-wheel-drive was actually used.
- For a 4x4 unit, 4x4 rates are paid for all eligible time, whether or not 4-wheel-drive was actually used except in the case of a 4x4 unit filling a specific 2x4 order.
- The apparatus premium for foam is paid only for hours that foam is actually used, not for all hours. The apparatus premium for foam does not include the cost of the foam concentrate. Foam concentrate is to be either replaced from incident supply or by the home agency and is a reimbursable cost.

14.2.4 Decommissioned (Out of Service) Units

- The Ground Support Unit will coordinate and provide for the inspection of all state mobilization apparatus, to be scheduled for the first non-working period so as not to delay resource deployment.
- Decommissioned units are out of service. Out of service apparatus (and its personnel) are not eligible for any incident assignments or state mobilization payments until repaired and accepted by the Ground Support Unit; personnel may be reassigned to in-service unit(s). A decommission order by the Ground Support Unit may not be overruled except by direct action of the Incident Commander.

14.2.5 Mileage

- Mileage rates quoted in the Washington - Oregon Interagency Rate Schedule are paid for units not eligible for hourly rate compensation. These mileage rates are paid only for state mobilization vehicles, i.e., vehicles mobilized for and used on state mobilization incident assignment.

14.2.6 Personal Vehicles

- The mileage rate for privately owned vehicles used for personal transportation to the incident is the standard applicable state rate for personal vehicle use. To be eligible for mileage rate reimbursement, each personal vehicle must have an assigned resource request number. Mileage to and from the incident for a personal vehicle will be paid only once for the incident.

14.2.7 Support Units

Support units and command vehicles will be paid mileage allowance only for mileage incurred as necessary for the operation. The mileage rate includes all costs of operation (fuel, oil, maintenance, repair, and insurance).

14.3 Apparatus and Equipment Loss or Damage

14.3.1 Required Reports

Apparatus or equipment loss or damage for which any reimbursement of cost may be sought must be reported to the on-scene Division Supervisor or higher officer when the loss or damage is incurred so that the circumstances can be confirmed and a record made. This loss or damage report, supported by the record in the unit log, is required for the support of any claims made. Utilize the MOBE 9-2 form, Lost / Damaged Equipment Notice, (see Appendix G.1).

14.3.2 Limitations

- The cost of apparatus or equipment repair or replacement due to loss or damage as a direct result of state mobilization activity will be paid provided that such loss or damage was not caused by the willful misconduct, negligence, or bad faith of the claimant.

The only costs that are reimbursable under this provision are for physical loss or damage caused directly by the dynamics of the emergency event or direct firefighting activity.

Examples:

- Losses incurred due to a “cut and run” order.
- Physical damage caused by falling debris from the fire.
- The costs of mechanical or other physical damage repair are deemed to be included within the “wet rate” paid for apparatus; there is no reimbursement for these costs.

Examples:

- Mechanical breakdowns, including major items (e.g., motor, transmission, differential).
- Body damage, minor (e.g., scratched paint from brush and trees, or damage sustained from running through fences) or major (e.g., body and fender damage).
- Costs incurred due to incidental loss or damage to apparatus, equipment, or personal property are not reimbursable.
- The costs of temporary replacement for lost or damaged apparatus, equipment, or personal property (e.g., rental expense) while permanent repairs or replacement are being pursued are not reimbursable.

14.3.3 Claims for Reimbursement

Claims for the reimbursement of costs for apparatus or equipment loss or damage must be:

- Submitted on the MOBE 3-2 form
- Accompanied by:
 - (1) The MOBE 9-2 form, Lost / Damaged Equipment Notice, from the incident and
 - (2) Invoice copies showing the actual costs incurred.

14.4 Additional Costs

14.4.1 Telephone

- Allowable (reimbursable) telephone expense includes use for incident business by IMT members, and “reasonable and prudent” use for limited calls between state mobilization resources and their home agency, e.g., a brief daily status report (maximum allowance is 30 minutes per day). No personal use is reimbursable.
- Reimbursement of expense must be supported by detail in the regular telephone service billing. No special billings may be used in support of these costs.

14.4.2 Per Diem

- Fire agencies will be reimbursed for their actual per diem expenses (receipts required) in accordance with existing per diem agreements, except when food is otherwise provided for, such as by a fire camp kitchen. If no per diem agreement exists, per diem will be at current Washington State Travel Regulations and Rates.

14.4.3 Personnel Accommodations

- The accommodations established for the housing, feeding, and support of state mobilization personnel shall be used when provided.
- Alternative accommodations may be utilized at the expense of the user; the costs of alternative accommodations are not reimbursable.

14.4.4 Incident Crew Change Costs

- The reimbursement of costs incurred in making crew replacements (as allowed by Section 10.4) is limited. Crew replacements are made at the option of the home fire agency and with the permission of the Incident Commander.
- Only the costs of providing transport for the crews to and from the incident are reimbursable, e.g., only the vehicle mileage expense and the costs of paying the driver (if any). No time is allowed for any of the changing crewmembers.

14.4.5 Supplies

- Non-expendable supplies checked out from the incident supply unit must be returned prior to final demobilization and departure. The cost of supplies not returned, and for which there is no documentation attesting to fire loss, transfer, or other disposition, will be deducted from unit payments.
- Fuel, oil, and maintenance costs that are chargeable to state mobilization units will be deducted from unit payments.

14.4.6 Other Expenses

- Other expenses may be authorized for reimbursement on a case-by-case basis. Such other expenses must be approved by the WSP, Fire Protection Bureau prior to the cost being incurred.

SECTION 15

REIMBURSEMENT OF INCURRED COSTS

VOLUNTEER FIREFIGHTERS

15.1 Status: Military Department Employees

Volunteer fire agency personnel who are mobilized under the *Mobilization Plan* will be hired and paid as short-term “exempt” employees of the Washington State Military Department. References to “temporary” firefighters are based on the short-term nature of the employment with the Washington State Military Department, not their employment status under the Washington Administrative Codes.

Note: “Exempt” in this context refers to civil service law and does not have the same meaning as “exempt” under the Fair Labor Standards Act.

Employment status with the Washington State Military Department begins:

- At the time state mobilization is declared for those resources already on the incident
- or
- Upon mobilization or assignment to a responding state mobilization resource holding an authorized incident resource request number.

Employment status with the Washington State Military Department ends at the time that the demobilized resource arrives back at its home station.

15.2 Compensable Time

Compensable time includes:

- Travel time (both ways) between the home fire agency (departure point) and the incident.
- Time in assigned status (on-duty time).
Assigned Time: Any time the firefighter is on duty or subject to duty (not free to leave an area) and remains under the direction and control of the Incident Commander or their designee. All assignments after the first operational period of the incident must be in the incident shift plan to be compensable.

15.3 Non-Compensable Time

Non-compensable time includes:

- Time when an individual is not on assigned duty and is free to leave the area, which may include eating and sleeping periods.
- Time required for vehicle / equipment servicing or maintenance.
- Crew change travel time (either direction).
- Out-of-service time (e.g., unit decommissioned or broken down).

15.4 Overtime

All hours worked in excess of 40 regular hours each workweek shall be paid at one and one-half times the regular rate.

The workweek begins at the time the state mobilization employee leaves his/her home jurisdiction and continues for seven consecutive 24-hour periods.

15.5 Compensation Rates

Volunteer fire agency personnel that are hired as short-term “exempt” employees of the Washington State Military Department will be paid in accordance with the current Washington-Oregon Interagency Rate Schedule as amended and adopted by the Washington State Association of Fire Chiefs (see Appendix G.2).

15.6 Per Diem Expenses

Volunteer fire agency personnel that are hired as short-term “exempt” employees of the Washington State Military Department will be reimbursed for per diem expenses in accordance with the Washington State Travel Regulations and Rates, when eligible for such reimbursement.

SECTION 16

REIMBURSEMENT OF INCURRED COSTS

PERSONAL INJURY

Compliance with the following procedures in the event of personal injury to any personnel mobilized under the *Mobilization Plan* is required.

16.1 Notice of Injury to Medical Unit

The Medical Unit is to be advised of any injury immediately. The Medical Unit will provide or arrange for the care of the injured person.

16.2 Incident Report

The injury must be immediately reported to the on-scene Division Supervisor or higher officer so that the circumstances can be confirmed and a record made. This report, supported by the record in the unit log, and supplemented by the report of the Medical Unit, is required for the support of any claims made. Utilize the MOBE 4-2 form, Personal Injury Notice (see Appendix G.1).

16.3 Insurance Coverage

Injuries sustained while in the employ of the Washington State Military Department are covered under the Washington State Labor and Industries (L&I) insurance laws.

Injuries sustained while in the employ of the home fire service agency are covered under the benefit programs provided by that agency.

16.4 Volunteer Personnel: Injury Report to Washington State Military Department

Immediately upon an employee of the Washington State Military Department sustaining an injury, the Incident Management Team shall take the following actions:

- (1) Report the injury, within 24 hours, to the Washington State Emergency Operations Center: 1-800-258-5990.
- (2) Complete and fax (253-512-8497) to the Washington State Military Department Risk Manager, as soon as possible after the injury occurs, the following:
 - Personal Injury Notice (MOBE 4-2)
 - Medical Unit Report
 - Emergency Firefighter Time Report (Optional Form 288)
- (3) If taken to a hospital or other medical facility, advise the facility that it is an on-the-job injury covered by Washington State L&I, and complete the L&I claim form (to be provided by the medical facility). The employer name and address to be listed on this form is:

Washington State Military Department
Building 1
Camp Murray WA 98430

16.5 Career Personnel: Injury Report to Home Fire Service Agency

The following actions need to be taken immediately upon a career employee of any fire service agency sustaining an injury:

- (1) Report the injury, within 24 hours, to the home fire service agency.
- (2) Complete and fax to the home fire service agency, within 24 hours after the injury occurs, the following:
 - Personal Injury Notice (MOBE 4-2)
 - Medical Unit Report
 - Emergency Firefighter Time Report (Optional Form 288)
- (3) If taken to a hospital or other medical facility, advise the facility that it is an on-the-job injury covered by Washington State L&I (except LEOFF Plan 1 members), and complete the L&I claim form (to be provided by the medical facility). The employer name and address to be listed on this form is that of the home fire service agency.

16.6 Report to Home Fire Service Agency

A full report of any reportable firefighter injury, including incident history, cause of injury, and action taken, shall be made to the home fire agency.

SECTION 17

CLAIMS APPEAL AND REVIEW PROCESS

17.1 Appeal of Denied Claims

A denial of payment of costs may be appealed in writing to the Regional Fire Resource Coordinator within 30 days of the notice of the denial. The Regional Fire Resource Coordinator will seek to determine the facts of the claim and resolve the appeal. If resolution cannot be reached, the Regional Fire Resource Coordinator will take the appeal to the State Fire Defense Committee for review and recommendation.

17.2 Review of Appeal

The State Fire Defense Committee will review appeals within 90 days of receipt and may request from the claimant such other records, documents, or statements as are needed for its review. After review, the State Fire Defense Committee will make a recommendation to the Adjutant General for disposition.

17.3 Decision on Appeal

The Adjutant General will receive the State Fire Defense Committee's recommendation and within 30 days of receipt make a determination on the appeal. The claimant will be advised, in writing, of the decision by the Adjutant General.

SECTION 18

LIABILITY COVERAGE

As provided in RCW 38.54.030, the *Mobilization Plan* shall be consistent with, and made a part of, the Washington State Comprehensive Emergency Management Plan (which is a mandate of the emergency management statutes contained in Chapter 38.52 RCW). Thus, state fire services mobilization under Chapter 38.54 RCW should be considered part of the state's emergency management program under Chapter 38.52 RCW, and subject to that chapter's liability and indemnification provisions.

As such, RCW 38.52.180(2) provides, in relevant part, as follows: All legal liability for damage to property or injury or death to persons (except an emergency worker, regularly enrolled and acting as such), caused by acts done, or attempted, under the color of this chapter in a bona fide attempt to comply therewith shall be the obligation of the state of Washington. Suits may be instituted and maintained against the state for the enforcement of such liability, or for the indemnification of persons appointed and regularly enrolled as emergency workers while actually engaged in emergency management duties, or as members of any agency of the state or political subdivision thereof engaged in emergency management activity...PROVIDED, That the foregoing shall not be construed to result in indemnification in any case of willful misconduct, gross negligence or bad faith on the part of any agency of emergency management....

SECTION 19

ADMINISTRATIVE AND FUTURE DEVELOPMENT ISSUES

19.1 State *Mobilization Plan* Review and Amendment

The State Fire Defense Committee will review and debrief state mobilization actions and develop recommendations for improvements to this *Mobilization Plan*.

The development of state mobilization and reimbursement procedures for the efficient movement and equitable reimbursement of firefighting resources statewide is a dynamic process. Additional lessons gained from the experience of actual mobilizations of fire resources to major emergency incidents of all types will prompt future revisions and refinements to this *Mobilization Plan*.

19.2 Regional Plans

As required by RCW 38.54.040(7), each Fire Defense Region (see Appendix A) will develop a Regional Fire Defense Plan that is consistent with the *Washington State Fire Services Resource Mobilization Plan*, the incident command system (NIIMS ICS), and other regional response plans that are already adopted and in use.

19.3 Training

The *Washington State Fire Services Resource Mobilization Plan* and related procedures serve as the major training tools for developing knowledge of how state fire resources mobilization will occur in Washington State. The State Fire Defense Committee will develop appropriate training to support the *Mobilization Plan*.

If there are any questions or suggestions regarding this *Mobilization Plan*, please address them to any State Fire Defense Committee member (see Appendix B.2).

APPENDIX A

DEFINITION OF TERMS

Available Resources

Firefighting personnel and equipment that can be mobilized and sent to another jurisdiction without jeopardizing the firefighting capabilities of the sending jurisdiction.

Emergency Management Director

The individual charged with coordinating emergency services in a jurisdiction as provided for in Chapter 38.52 RCW.

Emergency Management Division

The Emergency Management Division of the Washington State Military Department.

Fire Chief

The chief officer of a statutorily authorized fire agency serving a jurisdiction or the authorized representative of a Fire Chief. The Department of Natural Resources (DNR) Resource Protection Division Manager and the DNR Regional Managers are defined as Fire Chiefs for the purposes of this *Mobilization Plan*.

Host Jurisdiction

A “host jurisdiction” is any jurisdiction in which the state mobilization incident exists. A host jurisdiction is eligible for the reimbursement of excess costs incurred in the stabilization and control of an emergency incident from the time that state mobilization is declared. Excess costs are those costs and expenses that exceed normal and usual operating expenses.

Immediate Need Resources

Fire resources needed for immediate deployment in an extended attack situation where their active and timely addition to the control effort may significantly contribute to achieving important control objectives.

Incident Command System

NIIMS, the National Interagency Incident Management System. The combination of facilities, equipment, personnel, procedures, and communications operating with a common organizational structure, with responsibility for the management of assigned resources to effectively accomplish stated objectives pertaining to an incident.

Interface Engine

The interface engine is a special National Wildfire Coordinating Group (NWCG) Type 3 wildland engine. It has greater capability and capacity with a minimum 250 gpm pump and 500 gallons of water. The interface engine is listed separately on the *Washington – Oregon Interagency Rate Schedule* as amended and adopted by the Washington State Association of Fire Chiefs.

Jurisdiction

For the purposes of this *Mobilization Plan*, includes the state, county, city, fire district, and port firefighting units which agree to be a party to this *Mobilization Plan*.

Mission Number

The number assigned by the Washington State Military Department, Emergency Management Division to any emergency incident reported to the State Emergency Operations Officer.

Mobilization

Firefighting resources beyond those available through existing agreements will be requested and, when available, sent in response to an emergency or disaster situation that has exceeded the capabilities of available local resources. In the case of an extremely large-scale fire emergency or other disaster, mobilization may also mean the redistribution of regional and/or statewide firefighting resources to direct firefighting assignments or to be repositioned in communities where the local firefighting resources need backup support. Once state mobilization has been authorized, all incident (host) jurisdiction and mutual aid resources become state mobilization resources.

Mutual Aid

Emergency interagency assistance provided without compensation under an agreement between jurisdictions pursuant to Chapter 38.54 RCW. Fire service mutual aid is contingent upon a responding Fire Chief's approval and agreement that the requested equipment and resources are available without jeopardizing local capabilities. The practice of agreeing to offer mutual aid is intended to eliminate the need for complex financial and legal agreements among neighboring jurisdictions. Once state mobilization has been authorized, all mutual aid resources present at the incident become state mobilization resources.

Regions

There are nine fire services resource mobilization regions with the following makeup:

Central Region: Grays Harbor, Lewis, Pacific, and Thurston Counties

Lower Columbia Region: Kittitas, Klickitat, and Yakima Counties

Mid Columbia Region: Adams, Chelan, Douglas, and Grant Counties

Northeast Region: Ferry, Lincoln, Okanogan, Pend Oreille, Spokane, and Stevens Counties

Northwest Region: Island, San Juan, Skagit, Snohomish, and Whatcom Counties

Olympic Region: Clallam and Jefferson Counties

South Puget Sound Region: King, Kitsap, Mason, and Pierce Counties

Southeast Region: Asotin, Benton, Columbia, Franklin, Garfield, Walla Walla, and Whitman Counties

Southwest Region: Clark, Cowlitz, Skamania, and Wahkiakum Counties

Regional Fire Resource Coordinator

The designated individual or agency selected by a Regional Fire Defense Board to conduct the designated responsibilities of that position.

Request (Resource Order) Number

The number assigned to each resource that is requested and/or approved by the State Fire Resource Coordinator during a state mobilization incident. The request number is assigned for tracking purposes.

Resources

All personnel and equipment necessary to fight fires or respond to other disasters and support the efforts of firefighters.

Resource Coordination

The effort to locate and arrange for the delivery of resources needed by Fire Chiefs and Incident Commanders. Resource coordination involving the state mobilization of fire and other support resources within a region is the responsibility of the Regional Fire Resource Coordinator. In the case of fires or other disasters involving more than one region or when resources from more than one region must be mobilized, the State Fire Resource Coordinator has the primary responsibility for resource coordination in conjunction with the Regional Fire Resource Coordinators.

Staging

A designated and assigned pre-positioning of immediately available fire resources (i.e., an assigned reserve force). Staged units and personnel are included in the incident plan. Staged personnel are compensated for all assigned hours, but apparatus is not (since it is idle).

State Fire Marshal

Director of the Fire Protection Bureau (Fire Protection Services) of the Washington State Patrol and, for purposes of this *Mobilization Plan*, is also defined as the **State Fire Resource Coordinator**.

Statutorily Authorized Fire Agencies

Include public fire departments and districts, state firefighting units, and federal firefighting units that agree to be a party to this *Mobilization Plan*.

Strike Team

Five of the same kind of resource, with common communications and a leader.

Examples:

Structural Strike Team:	5 Class A structural engines (Type 1 or 2)
Wildland Engine Strike Team:	5 wildland engines (Types 3, 4, 5, and 6)
Tender Strike Team:	5 water tenders (all types)

Sub-Regions

Areas within one of the defined regions that work together for planning purposes.

Task Force

Any combination of single resources, within the span of control, assembled for a particular tactical need, with common communications and a leader.

Specific task force configurations:

Urban Task Force: 3 structural engines (Type 1 or 2)
1 aerial ladder

Rural Task Force: 3 structural engines (Type 1 or 2)
2 water tenders

Interface Task Force: 2 structural engines (Type 1 or 2)
2 wildland engines
1 water tender

Wildland Task Force: 3 wildland engines
1 water tender

The intent of defined task force configurations is to allow resources to be configured by regions and enhance the ordering process.

Task force configurations are not limited to those defined, and may be made up at an incident from resources available to meet situational needs.

Team Leader

A task force or strike team leader who shall be a firefighter with training, qualifications, and experience in the command of multiple companies.

Unit Staffing

	<u>Minimum</u>	<u>Maximum</u>
Structural Engine	3	4
Interface Engine	3	4
Wildland Engine	2	3
Water Tender	1	2
Aerial Ladder	4	5

Wildland Engine

A National Wildfire Coordinating Group (NWCG) Type 3, 4, 5, or 6 fire engine or an interface engine (special Type 3).

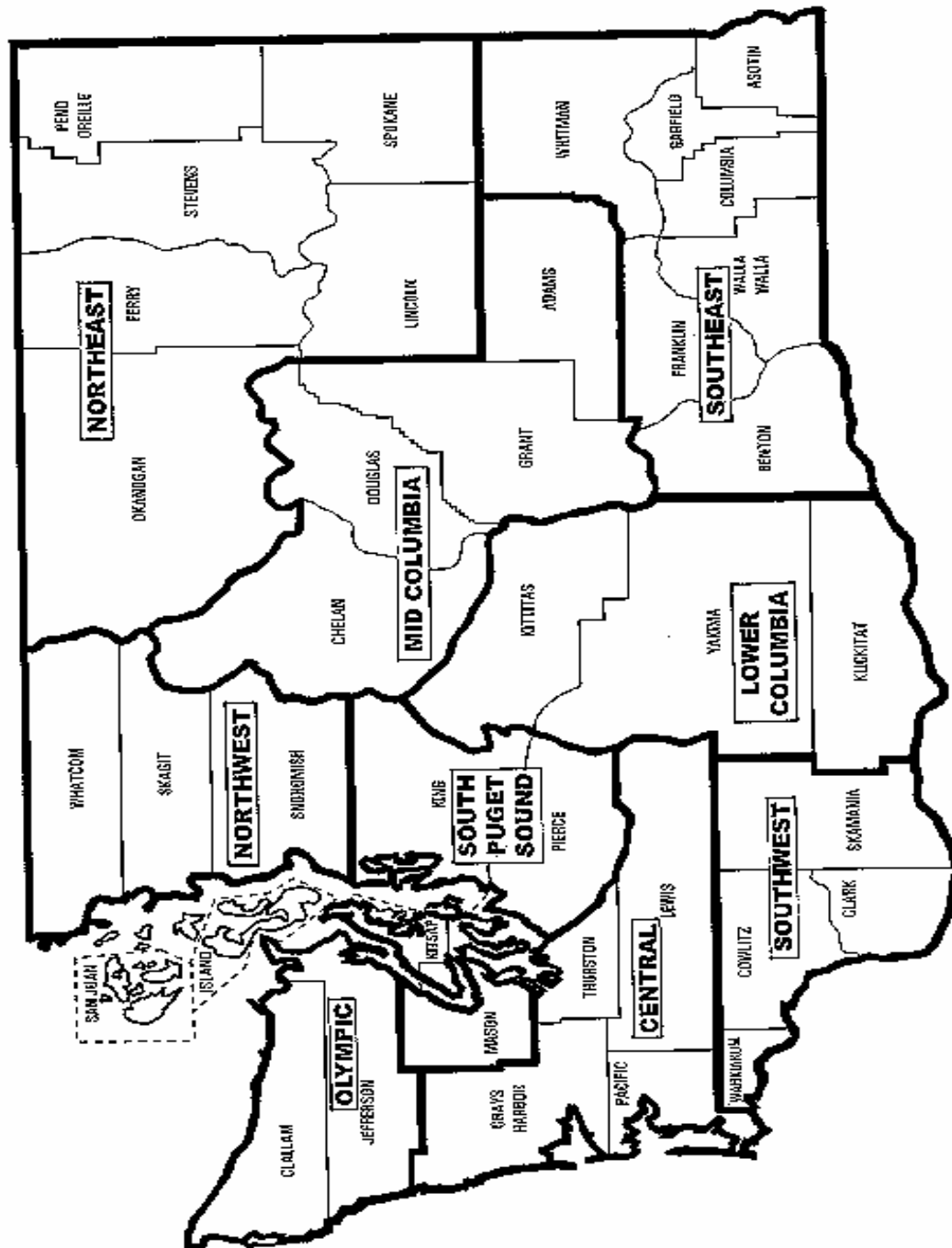
Wildland Hand Crew

Ten or twenty wildland firefighters and one team leader, with transportation. The crew must be properly equipped, trained, and qualified.

APPENDIX B.1

STATE FIRE DEFENSE REGIONS

Washington State Fire Defense Regions



APPENDIX B.2

STATE FIRE DEFENSE COMMITTEE MEMBERS

Emergency Management Division, State Military Department

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Fire Protection Bureau, Washington State Patrol

Mary Corso, State Fire Marshal
Washington State Patrol
Fire Protection Bureau
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Resource Protection Division, Department of Natural Resources

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APPENDIX B.3

REGIONAL FIRE DEFENSE PLANS

The State Fire Defense Committee will review and approve all Regional Fire Defense Plans every three years per the rotation schedule shown below. At the September meeting of the State Fire Defense Committee, the three regions scheduled for plan review will submit a copy of their respective plan along with a completed copy of the Regional Fire Defense Plan Review Checklist (see Appendix B.3b).

Representatives of the State Fire Defense Committee, to include a Regional Fire Resource Coordinator, EMD, and WSP, will review the submitted plans in accordance with the Regional Fire Defense Plan Review Checklist. This review committee will present the reviewed plan for approval at the November meeting of the State Fire Defense Committee. The Chair of the State Fire Defense Committee will submit the approved Regional Fire Defense Plans to the Fire Protection Policy Board for final approval per RCW 38.54.040.

A copy of each approved Regional Fire Defense Plan shall be provided to the Emergency Management Division for accessibility by state agency staff in the State EOC.

Regional Fire Defense Plan Review Rotation Schedule

Central Region	2002
Lower Columbia Region	2002
Mid Columbia	2002
Northeast Region	2003
Northwest Region	2003
Olympic Region	2003
South Puget Sound Region	2004
Southeast Region	2004
Southwest Region	2004

Repeat order starting in 2005.

APPENDIX B.3a

REGIONAL FIRE DEFENSE PLAN CONTENT

Regional Fire Defense Plans should contain the following provisions:

I. Administrative Provisions

- A. Date of Adoption by the Regional Fire Defense Board
- B. Table of Contents
- C. Plan Purpose Statement
- D. Definition of Terms
- E. Regional Fire Defense Board Roster
- F. Description of Existing Mutual Aid Networks
- G. Relationship of Regional Plan to Local Plans
- H. Regional Agencies Participating and Available Resource Lists
- I. Criteria for Determination of When Mutual Aid is Expended

II. Operational Provisions

- A. Concept of Operations
- B. Map of Region
- C. Designation of Regional Fire Resource Coordinator and an Alternate with 24-hour Contact Points
- D. Description of Local and Regional Support Functions
- E. Reference to other Pertinent Documents, including Standard Operating Guidelines
- F. Designation of Potential Primary and Secondary Staging Areas, Mobilization Points (for departure assembly) and Resource Bases (fuel, food)
- G. Communications System

III. Plan Maintenance, Training, and Testing

- A. Description of Training Program
- B. Plan Testing Method
- C. Description of Communication Needs and Training
- D. Regional Plan Review and Revision Process

APPENDIX B.3b

REGIONAL FIRE DEFENSE PLAN REVIEW CHECKLIST

_____ **Region**

(The Regional Fire Resource Coordinator is to complete and provide this checklist when submitting Regional Fire Defense Plan for review by the State Fire Defense Committee.)

Administrative Provisions	Page(s)
Date of Adoption by Regional Fire Defense Board	
Table of Contents	
Plan Purpose Statement	
Definition of Terms	
Regional Fire Defense Board Roster (names and addresses)	
Description of Existing Mutual Aid Networks	
Relationship of Regional Plan to Local Plans	
Regional Agencies Participating and Available Resource Lists	
Criteria for Determination of When Mutual Aid is Expended	
Operational Provisions	
Concept of Operations: Description of Activation of Regional Plan	
Map of Region	
Designation of Regional Coordinator and Alternate with 24-hour Contact Points	
Description of Local and Regional Support Functions	
Reference to Other Pertinent Documents (e.g., Operating Guidelines)	
Potential Staging Areas, Mobilization Points, and Resource Bases	
Communications System	
Plan Maintenance, Training, and Testing	
Description of Training Program	
Plan Testing Method	
Description of Communications Needs and Training	
Regional Plan Review and Revision Process	

Comments:

Submitted by: _____

Phone Number: _____

Date: _____

APPENDIX B.4

REGIONAL RESOURCES FORM

Region:	
Contact Person or Agency: (should be 24-hour contact and phone number)	
Primary:	Alternate: (If primary is an individual, please designate an alternate)
Name:	Name:
Telephone No:	Telephone No:
Fax No:	Fax No:

Resources	Regional Resources Available	
	STRIKE TEAMS	SINGLE RESOURCES
Advanced Life Support (ALS)		
Basic Life Support (BLS)		
Ladder/Truck		
Structural Engine		
Tender		
Wildland Engine		
	TASK FORCES	
EMS		
Interface		
Rural		
Urban		
Wildland		
SPECIALIZED (Define and list specialized resources)		
Date:	Person Submitting: Telephone Number:	

APPENDIX C

MOBILIZATION AUTHORIZATION AND RESOURCE REQUEST CHECKLIST

PART I - MOBILIZATION AUTHORIZATION

1. **INCIDENT COMMAND** Date: _____ Time: _____
- a. Requesting Agency: _____ Tel: (____) _____
- b. Incident Commander: _____ Tel: (____) _____
- c. Regional Fire Resource Coordinator contacted? Yes[] No[] _____
(Name/Phone Number)
2. **INCIDENT LOCATION**
- a. Describe location relative to roads/towns: _____
- b. What fire district is it in? _____
- c. What land is it on? (circle as many as apply) **Private Federal State Unprotected**
- d. Estimated time to control with current resources? (Hours ____) (Days ____) (Unknown ____)
3. **INCIDENT DESCRIPTION** – (such as hazmat; marine fire; commercial; high-rise fire; interface; wilderness fire; brush fire): _____

a) More than one incident? Yes[] No[]	b) Duration: _____ Hours
c) How are the weather conditions affecting the incident? Temperature _____ Wind _____ Conditions affecting incident?	d) Approximate size of incident? (Circle one) Acres <50 100 500 1,000 5,000 OTHER: Blocks _____ Square Miles _____
e) What fuels are present? (Circle as many as apply) Brush Trees Crops Forest Structural Interface Other fuels: _____	

4. **LIFE AND PROPERTY AT RISK**
- a. What is at risk? (circle as many as apply)
- Lives Structures Subdivision Homes Crop Orchard Forest**
- b. Homes immediately threatened, if any? (Circle one) **0 <25 25+ 50+ 100+**
- c. Evacuation: **Yes[] No[] Probable[]** (Circle number of people) **<25 50+ 100+**
5. **RESOURCES PRESENT**
- a. Estimated number of resources in use: (Personnel: _____) (Apparatus: _____)
- b. Have or will all local and mutual aid resources be exhausted? **Yes[] No[]** When? _____
- c. Will you still need resources if they take 4-6 hours to get there? **Yes[] No[]**

INSTRUCTIONS: Convey to the State Emergency Management Division's State Emergency Operations Officer at (800) 258-5990 or FAX (253) 512-7203.

APPENDIX C

MOBILIZATION AUTHORIZATION AND RESOURCE REQUEST CHECKLIST

PART II – RESOURCE REQUESTS

6. RESOURCES NEEDED

- a. What specific resources are requested?

- b. Where would you suggest obtaining the nearest available resources?

7. BASE AREA(S) – (FAX a map to State EOC with directions to base area – FAX (253) 512-7203)

- a. Location (Crossroads/address): _____
- b. Contact Person: _____ Phone: (____) _____
- c. Radio Frequency Available: _____ REDNET [] OSCCR []
- d. Cellular Phone #: (____) _____

INSTRUCTIONS: Convey to the State Emergency Management Division's State Emergency Operations Officer at (800) 258-5990 or FAX (253) 512-7203.

APPENDIX C

MOBILIZATION AUTHORIZATION AND RESOURCE REQUEST CHECKLIST

III – RESOURCES PRESENT

<u>Resource Type/Name</u>	<u>Location</u>	<u>Access</u>	<u>Notes</u>
1. <u>Journal Article</u>			
2. <u>Book</u>			
3. <u>Website</u>			
4. <u>Video</u>			
5. <u>Audio</u>			
6. <u>Image</u>			
7. <u>Other</u>			

Home Agency

of Crew

Agency ID#

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INSTRUCTIONS: Regional Resource Coordinator – FAX this document to the State Emergency Management Division's State Emergency Operations Officer at (253) 512-7203. Call 1-800-258-5990 for the State Emergency Operations Officer.

APPENDIX D.1

MOBILIZATION AWARENESS TRAINING

Mobilization Awareness Training is required for all personnel who may be called to respond to a state mobilization incident.

Purpose

Provide basic information to state mobilization emergency responders on the:

- *Washington State Fire Services Resource Mobilization Plan*
- Operating environment that the responder will be working in
- Necessary systems and procedures in place at a major emergency event for the responder to adequately function and perform
- Appropriate actions and behavior expected of the emergency responder

Class Objectives

Upon completion of the training, the student will be able to:

A. Mobilization Plans and Requests

1. Discuss types of incidents that initiate/require state mobilization
2. Explain the region's Fire Resource Mobilization Plan
3. Identify and explain the region's mobilization coordination center
4. Explain the *Washington State Fire Services Resource Mobilization Plan*
5. Identify and describe required state mobilization assignment information and activities required before departure. [Ref. *Fireline Handbook*]

B. Recommended/Required Training of the State Mobilization Responder

1. Discuss limits of activity/intervention based on training levels
2. Discuss field training that may occur at the incident

C. Personal Travel Kit for State Mobilization Response

1. Identify limitations on, and requirements for, personal equipment. [Ref. *Fireline Handbook*]
2. Discuss a personal clothing and safety equipment list. [Ref. *Fireline Handbook*]
3. Discuss personal hygiene and care during a state mobilization incident

D. State Mobilized Apparatus/Equipment

1. Identify apparatus types and resource configurations
2. Explain the "wet rate" paid for apparatus
3. Explain the role of the Ground Support Unit, including its responsibility for inspections
4. Define the essentials of the equipment inspection checklist
5. Define who provides/pays for repairs and replacements of what during a state mobilization incident
6. Explain documentation of, and responsibility for, procured items

- E. Command and Support Structure of a State Mobilization**
 - 1. Define “span of control” during a state mobilization incident
 - 2. Identify immediate supervisors
 - 3. Demonstrate an understanding of basic ICS
 - 4. Explain whose orders a responder must follow
- F. Expectations of Mobilization Responders**
 - 1. Describe the “assumed commitment” of a state mobilization incident response. [72 hours minimum, self-supporting]
 - 2. Describe the code of conduct for a state mobilization incident. [Ref. *Fireline Handbook*]
 - 3. Describe discipline procedures during a state mobilization incident
- G. Safety Aspects of a State Mobilization**
 - 1. Identify potential dangers inherent in state mobilization incidents
 - 2. Define standard safety procedures/precautions that responders must use
 - 3. Describe injury and accident reporting procedures
- H. Documentation: Record Keeping Systems and Procedures**
 - 1. Explain the use and significance of the incident mission number and the request (resource order) number. [Ref. *Fireline Handbook*]
 - 2. Explain individual timekeeping
 - 3. Identify and demonstrate the completion of required unit documentation. [Ref. *Fireline Handbook*]
 - 4. Explain methods of compensation/reimbursement
 - 5. Demonstrate state mobilization check-in and check-out. [Ref. *Fireline Handbook*]

APPENDIX D.2

RECOMMENDED STRIKE TEAM / TASK FORCE TRAVEL KIT

In the event of a state mobilization of fire resources for any reason, responding fire personnel must remember that the minimum state mobilization time commitment is 72 hours (three days) and at least the first day should be viewed as one without logistical support provided at the incident.

The minimum equipment and supply inventory for a state mobilization response will depend on the nature of the incident, the task assignment, and the duration of the incident.

Most of the recommended inventory is common and can be prepackaged and ready for quick response.

A backpack is recommended for use as an easy to transport, 24-hour survival kit in the event that crews are immediately deployed without the benefit of setup time in base camp. All other items should be placed in a durable duffle bag; suitcases are not recommended.

Recommended Minimum Items for Wildfire / Interface Operations NWCG Fireline Handbook (NFES 0065)

- Generally, the total weight limit per individual is 55 pounds (35 pounds for personal equipment and 20 pounds for web gear or briefcase)
- Tags or markings are recommended for identifying personal gear
- External frame packs should not be used due to their bulk
- Personal protective equipment required:
 - Wildfire: Fire shelter, flame-resistant clothing, hardhat (with chinstrap and headlight clips)
 - Interface Operations: In addition to wildfire equipment above, complete structural personal protective equipment
- Small backpack and other web gear for working on the fireline
- Work gloves
- Leather boots (lace-up, heavy duty)
- Socks (heavy duty)
- Jackets: One heavy, one light, of cotton, wool, or flame-resistant material
- Agency-approved fire shirts and trousers
- Underclothes (non-synthetic fabric)
- Handkerchiefs
- Personal toilet gear
- Watch
- Optional: Sunglasses, writing paper, envelopes, and stamps

Cameras are not recommended for fireline personnel.

General Recommendations for Strike Team / Task Force Travel Kit

Personal

- Clothing: Underwear (two sets)
Outerwear (one set)
Socks
Jackets
- Optional: Rain gear
Hat
Sweatshirt or sweater
- Protective Clothing: Required personal protective equipment
Accountability tags
- Personal Hygiene Supplies: Toilet kit
Towel
Lip balm
Lotion
Sunscreen
- Sleeping bag
- Miscellaneous: Medical Information Card
Red Card (or other certified training record)
Sunglasses
Watch
Pocket knife

Team Supply

- Toilet paper, tissues, paper towels, garbage bags
- Flares
- Binoculars
- Batteries (flashlight and radio), battery charger
- Water (bottled)
- Food (72 hours)

Strike Team / Task Force Leader

- ICS Forms: 211 (Check-In), 214 (Unit Log), 224 (Crew Performance)
- MOBE 5-2 form, Mobilization Manifest
- NWCG Fireline Handbook (all incidents)
- *Washington State Fire Services Resource Mobilization Plan*
- Washington State Fire Service Directory
- Hazardous Materials Guidebook
- Accident report forms
- Legal pads, pens, clipboard
- Map(s)
- Cellular telephone
- Forms to be completed prior to departure:
 - MOBE 5-2, Mobilization Manifest
 - ICS 211, Incident Check-in List
 - Apparatus Inventory
 - Crew Lists (name, SSN, emergency contact)

APPENDIX E.1

WASHINGTON INTEGRATED INCIDENT MANAGEMENT TEAMS

Teams

Washington has five designated integrated Incident Management Teams (IMTs), supported by a pool of qualified alternates.

These integrated IMTs are comprised of members from federal fire agencies (USDA Forest Service, Fish and Wildlife Service, National Park Service, Bureau of Indian Affairs, and Bureau of Land Management), Washington DNR, and local fire protection jurisdictions.

Each IMT is a full team, comprised of 42 members. Specialist positions and trainees can increase the total number to 50.

Incidents

Washington's IMTs are all-incident, all-hazard teams.

IMTs will deal with any jurisdiction or jurisdictional mix.

Qualifications

In accordance with the agreement between all agencies, all IMT members will be position qualified in accordance with NWCG 310-1. The 310-1 system is a performance-based qualification system used nationally for NIIMS ICS positions.

Qualification requires both (1) successful completion of required training and (2) completion of the position task book demonstrating actual performance of all position tasks. A position task book will be issued upon completion of both qualification and training prerequisites and the trainee will then be listed in the IMT Trainee Pool.

Operations Section Positions

Qualifications for Task Book Initiation		
ENGB:	FFT1	+ I-200, S-205, S-231, S-290
STEN / TFLD:	ENGB	+ I-300, S-330, S-336, S-390
DIVS:	STEN / TFLD	+ S-339
OSC2:	DIVS	+ I-400, I-420, I-430
SOF2:	DIVS	+ I-400, S-404, I-420

Operations Section positions through strike team leader (STEN) or task force leader (TFLD) will be dealt with locally or regionally.

The Regional Fire Resource Coordinator will maintain a list of STEN Trainees (those qualified personnel with a STEN task book). A trainee should be dispatched with in-region resources to state mobilization incidents, under the direction of a qualified STEN who will work with the trainee in assuring completion of the task book.

Division Supervisor (DIVS) Trainees (and higher positions) must complete a Washington Integrated IMT application and submit it to the Washington State Fire Defense Committee. Qualified DIVS personnel will be listed in the IMT Trainee Pool for dispatch with IMTs.

Overhead Positions in Other Sections

Overhead positions in the other ICS sections (Planning, Logistics and Finance) have less onerous prerequisites in training and experience for position qualification. Refer to NWCG 310-1 for specifics.

APPENDIX E.2

DELEGATION OF AUTHORITY

Purpose and Scope of the Delegation of Authority

The purpose of the Delegation of Authority is to transfer the responsibility and authority for incident management (i.e., legal command and incident decision authority) to the recipient, in this case to a designated Incident Commander (IC). The Delegation of Authority is a written transfer of authority vesting the designated IC with the control and management of the incident in accordance with prescribed instructions and limitations.

The Delegation of Authority provides:

- Delegation (from agency administrator / unified agency administrator group) of full responsibility and authority for incident management under prescribed terms and conditions
- Terms, conditions and limitations of the authority granted
- Local fire policy (established in view of legal, financial, and political considerations)
- Delineation of line of authority (source of continuing local direction)
- Priorities for incident control
- Direction for unified command
- Documentation requirements
- Direction for media relations
- Direction for incident management reporting
- Termination conditions
- Other terms and conditions established by the local jurisdiction administrator

A Delegation of Authority may only be granted by official action of the political governing body of the local jurisdiction. However, it may, by appropriate resolution, entrust the power to make that delegation to a specified jurisdiction official (e.g., city manager, mayor, or fire chief) upon certain conditions, thus assuring timeliness and continuity of effective management and control. For maximum effectiveness, a procedure for the timely granting of a Delegation of Authority should be in place as an emergency planning measure.

It is important to understand that a Delegation of Authority is not an abdication of responsibility or authority, but rather a means of assuring them in an unusual emergency setting by providing for an assignment with prescribed conditions and limitations. The authority granted must be broad enough to assure that local fire policy and priorities can be effectively implemented, accountability must be provided for, limitations as to scope, time and/or incident may be included, and the power of review and termination retained.

DELEGATION OF AUTHORITY
FOR
EMERGENCY INCIDENT MANAGEMENT

Incident Commander: _____

As Incident Commander, you are hereby delegated full responsibility and authority to manage: _____

under the following terms and conditions:

1. Incident Priorities

Incident management and strategies shall be pursuant to the primary incident priorities established by: _____

as attached hereto.

2. Incident Management

Incident management and operations shall be conducted as efficiently and effectively as possible given the prevailing conditions and circumstances.

3. Unified Command

As Incident Commander, you shall operate in unified command with the designated command personnel of other authorities with jurisdiction.

4. Local Personnel

In so far as possible, local personnel shall be utilized within the incident management organization.

5. Documentation

Complete and comprehensive incident documentation shall be maintained, including initial damage claim investigations.

6. Media Relations

The fire management team will handle media relations through: _____

DELEGATION OF AUTHORITY

FOR

EMERGENCY INCIDENT MANAGEMENT – Page 2

7. Reporting

Incident management reports shall be made to: _____

8. Termination

This Delegation of Authority shall terminate upon written notice from the undersigned granting authority.

Date: _____ Time: _____

Granting Authority:

Name/Position

Jurisdiction

APPENDIX E.3

COMMUNICATIONS

Fire Defense Region

- Identify in-region Communications Unit resources
 - Radio systems (fire/law VHF and UHF)
 - Mobile command posts
 - Radio cache
- Identify in-region Communications Unit personnel
 - Fire dispatch personnel available for state mobilization
 - Communications Unit leaders
 - Radio technicians
- Establish training for personnel to ensure their preparation to function in their specified roles.
- Identify radio frequencies utilized within the region, and prepare a plan for their coordinated utilization in support of major operations.
- Prepare an annual summary at the beginning of each year of the in-region Communications Units and resources. Provide this summary to:
 - Regional Fire Resource Coordinator
 - In-region Emergency Management (all counties in region)
 - Washington State Patrol, Fire Protection Bureau
 - Washington State Military Department, Emergency Management Division

Local Emergency Management

- For in-region incident: Provide communications support to and for the established Communications Unit, coordinated with the Regional Fire Resource Coordinator, for incoming state mobilization resources.
- Be prepared to coordinate amateur radio support with the Radio Amateur Civil Emergency Service (RACES) regional coordinator as requested by the Communications Unit.
- Be prepared to provide communications support as requested for resources assigned and deployed to an affected area of operations.
- Ensure that volunteer amateur radio operators are registered as emergency workers.

State Emergency Management

- Be prepared to request federal, state, and other agency communications resources.
- Be prepared to coordinate, pursuant to the State RACES Plan, amateur radio support when requested by the RACES regional coordinator.

APPENDIX F

FEDERAL FORMS

	<u>NFES #</u>
ICS 201 Incident Briefing Form	1325
ICS 202 Incident Objectives List	1326
ICS 203 Organization Assignment List.....	1327
ICS 204 Division Assignment List.....	1328
ICS 205 Incident Radio Communications Plan.....	1330
ICS 206 Medical Plan.....	1331
ICS 207 Organization Chart	1332
ICS 209 Incident Status Summary Report.....	1333
ICS 211 Incident Check-In List.....	1335
ICS 214 Unit Log Form.....	1337
ICS 215 Operational Planning Worksheet.....	1338
ICS 221 Demobilization Checkout.....	1353
OF 286 Emergency Equipment Use Invoice	0863
OF 288 Emergency Firefighter Time Report ("Red Dog")	0866
OF 296 Vehicle / Heavy Equipment Safety Inspection Checklist	1173

The federal forms listed above are available from the National Interagency Fire Center (NIFC) at 1-208-387-5104; or from the National Wildfire Coordinating Group (NWCG) web site:
<http://www.nwcg.gov/pms/pubs/pubs.htm>

APPENDIX G.1

WASHINGTON STATE FIRE MOBILIZATION FORMS

- MOBE 3-2 Personal Expense Claim / Fire Jurisdiction Expense Invoice
 - Instruction Sheet
- MOBE 4-2 Personal Injury Notice
 - Instruction Sheet
- MOBE 5-2 Mobilization Manifest
 - Instruction Sheet
- MOBE 9-2 Lost / Damaged Equipment Notice
 - Instruction Sheet
- MOBE 16-2A Mobilization Career Invoice
 - Instruction Sheet
- MOBE 16-2B Mobilization Career Worksheet
 - Instruction Sheet

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The state fire mobilization forms and instruction sheets listed above are available on the Washington State Emergency Management Division's website, <http://www.wa.gov/wsem> or contact the WSP, Emergency Mobilization Section at [djohnso@wsp.wa.gov](mailto:djohnso@wsp.wa.gov).

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**PERSONAL EXPENSE CLAIM
FIRE JURISDICTION EXPENSE INVOICE**

Resource #

Event Name:

Federal Tax ID Number (or) Social Security Number:	Phone:
Printed Name of Person Completing Form:	
Mailing Address:	
Fire Jurisdiction:	FDID #

TELEPHONE: (Attach copy of billing statement) Only cost of calls is reimbursed.	\$
--	----

MEALS: (Attach receipts) Actual meal costs up to state per diem limits are reimbursed.				
Meal Allowance: If meals provided but purchased commercially, provide detailed explanation for reimbursement	No.	Meal	Names of those meals purchased for:	Cost
		Breakfast		\$
		Lunch		\$
		Dinner		\$
Dates:				Total \$

LODGING: (Attach receipts) Actual lodging costs up to state per diem limits are reimbursed.					
Lodging Allowance	No.	Room Rate - No Tax	Hotel:	Room for:	Cost with Tax
		\$			\$
		\$			\$
		\$			\$
Dates:					Total \$

OTHER: Damaged/Loss Equipment: (Attach receipts and Mobe 9-2 for equipment replacement.)	Cost
1)	\$
2)	\$
3)	\$
Dates:	\$

I certify under penalty of perjury under the laws of the state of Washington that the information provided here is true and accurate.

Authorized Jurisdiction Representative / Personal Claimant

Printed Name

Date & Place of Signing

Return To:
WSP Emergency Mobilization Section
POB 42600
Olympia, WA 98504

Send to Mobilization Section
Within 45 Days
Of the Event

MOBE 3-2 Effective 5/02
Do Not Use Previous Versions

**MOBILIZATION FORM
INSTRUCTIONS**

**PERSONAL EXPENSE CLAIM / FIRE JURISDICTION EXPENSE INVOICE
FORM 3-2**

Form Use:

This form is to be used for personal or fire jurisdiction expenses such as the cost of telephone usage, meals, lodging, and equipment replacement.

Completing Form:

- Fill in the boxes with the information requested.
- Use N/A for those not applicable.
- In the "No." box for meals indicate the total number of meals purchased.

No.	Meal	Names of those meals purchased for:	Cost
3	Breakfast	Rogers, Jones, Smith	\$ 9.75
2	Lunch	Rogers, Jones	\$ 12.50
2	Dinner	Rogers, Jones	\$ 17.20

- In the "No." box for lodging, indicate the total number of rooms.

No.	Room Rate - No Tax	Hotel:	Room for:	Cost with Tax
1	\$ 54.00	West Coast	Rogers	\$ 58.97
2	\$ 54.00	Last One Inn	Smith, Jones	\$ 117.94

(This shows where one room was obtained at one hotel and 2 rooms at another hotel.)

- Use one form per resource number assigned to an event.
- If the costs incurred cover more than one event it is the responsibility of the person/jurisdiction seeking reimbursement to break out the cost per event.
- Do not consolidate costs from more than one event.
- If the costs involve personnel assigned two separate resource numbers, the costs will need to be separated.

Damaged Equipment Replacement:

- Include a copy of MOBE 9-2 for damaged equipment replacement.
- If form 9-2 is not attached the claim will not be processed.
- Include a receipt / invoice for damaged equipment, e.g., hose replacement.

OTHER: Damaged/Loss Equipment: (Attach receipts and Mobe 9-2 for equipment replacement.)	Cost
1) 100 foot 1" Forestry Hose	\$ 200.50

Return the completed form within 45 days of the event.

**EMERGENCY MOBILIZATION SECTION
POB 42600
OLYMPIA WA 98504**



PERSONAL INJURY NOTICE

Fax Copy of Medical Unit Report, Personnel Time Report and this Notice

To EMD Risk Manager at (253) 512-8497 within 24 hours of Incident

Resource #

Event Name:

TO BE COMPLETED AT TIME OF INJURY / EXPOSURE BY INDIVIDUAL OR SUPERVISOR

Name:	Sex: Male / Female	DOB:
Mailing Address:	Number you can be reached at:	
City:	State:	ZIP:
Fire Jurisdiction:	FDID #	
Person Completing Form:	Date:	

Notice Type: <input type="checkbox"/> INJURY <input type="checkbox"/> EXPOSURE	Date of Incident:		
Time : (AM) (PM)	Work Hours: (AM) (PM) to: (AM) (PM)	On Duty: (YES) (NO)	
Location of Incident:			
Description of Incident:			
Describe Extent of Injuries / Exposure:			
Did You Receive Medical Treatment at Time of Injury?	YES	NO	Location:
Did You Receive Additional Medical Treatment?	YES	NO	Facility:
Has a Labor & Industries Claim Been Filed By You?	YES	NO	Claim #:
Was a Third Party Involved in Your Injury / Exposure?	YES	NO	Identify below
Third Party Name:			Phone:
Address:	City:	State:	ZIP:
Witness:			Phone:
Name of Person Knowledgeable of Injury:			Phone:

Reviewer	Printed Name	Signature	Date
Immediate Supervisor:			
Division Supervisor:			
Medical Unit Leader:			
Safety Officer:			

Safety Officer Section

List Attachment of Forms Completed Regarding This Injury / Exposure: Attach Additional Sheets As Necessary.

Return To:
WSP Emergency Mobilization Section
POB 42600
Olympia, WA 98504

Top Copy: To Mobilization Section
Second Copy: To Incident
Third Copy: To Jurisdiction / Employee

MOBE 4-2 Effective 5/02
Do Not Use Previous Versions

**MOBILIZATION FORM
INSTRUCTIONS**

**PERSONAL INJURY NOTICE
FORM 4-2**

Form Use:

This form is to be used for notification of personal injury / exposure at an event.
This form does not replace a Labor and Industries claim form.

Completing Form:

Either the employee or supervisor will complete this form and fax it to the EMD Risk Manager within 24 hours of the incident.

- Fill in the boxes with the information requested.
- Use N/A for those not applicable.
- Be detailed as to the mechanics of the injury or exposure.
- A third party injury is when someone else is directly responsible for the injury / exposure.
- Name of person knowledgeable of injury is someone who has first hand knowledge of the incident.

Review Section:

The only two boxes required to be completed are the Immediate Supervisor and Safety Officer. The Safety Officer will attach any forms completed regarding this injury / exposure and fax to the EMD Risk Manager at (253) 512-8497.

Fax to the EMD Risk Manager within 24 hours of the Incident.

Send Originals to:

EMERGENCY MOBILIZATION SECTION
POB 42600
OLYMPIA WA 98504



MOBILIZATION MANIFEST

Complete One Sheet Per MOBE Request Number

****Fax To (253) 512-7234 Prior To Leaving For Event****

Resource #

Event Name:

Unit #	Estimated Time of Departure:				Estimated Time of Arrival:				Date:			
Fire Jurisdiction:				FDID #	Federal Tax ID #			Phone ()		Cell ()		
Vehicle License #	Type 1 Engine	Type 5 Engine	Type 1 Tender	ALS Unit	Command Vehicle	AWD: Yes / No	Pump Rate in GPM:					
	Type 2 Engine	Type 6 Engine	Type 2 Tender	BLS Unit	Heavy Machinery							
	Type 3 Engine	Type 7 Engine	Type 3 Tender	Command Post	Other	Foam: Yes / No	Tank Size in Gallons:					
	Type 4 Engine	Interface Eng.	Ladder Truck	Personal Vehicle								
Name		Social Security Number		Home Address			Career Volunteer	Hrly Rate \$	Position	Message Phone		
Name		Social Security Number		Home Address			Career Volunteer	Hrly Rate \$	Position	Message Phone		
Name		Social Security Number		Home Address			Career Volunteer	Hrly Rate \$	Position	Message Phone		
Name		Social Security Number		Home Address			Career Volunteer	Hrly Rate \$	Position	Message Phone		
Name		Social Security Number		Home Address			Career Volunteer	Hrly Rate \$	Position	Message Phone		

Position: Indicate if (STL) Strike Team Leader/Task Force Leader; (DRVR) Driver; (ENGB) Engine Boss/Single Resource Boss; (FF) Firefighter; or ICS Position by mnemonic.

CREW CHANGE-OUT

Requires I/C Approval Prior to Change

Date/Time of change out:			Approval Date:			I/C:		
Name	Social Security Number	Home Address	Career Volunteer	Hrly Rate \$	Position	Message Phone		
Name	Social Security Number	Home Address	Career Volunteer	Hrly Rate \$	Position	Message Phone		
Name	Social Security Number	Home Address	Career Volunteer	Hrly Rate \$	Position	Message Phone		
Name	Social Security Number	Home Address	Career Volunteer	Hrly Rate \$	Position	Message Phone		
Name	Social Security Number	Home Address	Career Volunteer	Hrly Rate \$	Position	Message Phone		

PAGE ____ of ____

Return To:
WSP Emergency Mobilization Section
POB 42600
Olympia, WA 98504

FAX Copy Prior To Leaving For Event
Top Copy: To Incident
Second Copy: To Strike Team Leader
Third Copy: To Jurisdiction

MOBE 5-2 Effective 5/02
Do Not Use Previous Versions

MOBILIZATION FORM INSTRUCTIONS

MOBILIZATION MANIFEST FORM 5-2

Form Use:

This form is to be used to record personnel and equipment being sent to an incident either as a single resource or as a strike team/task force.

Completing Form:

Use one form per resource number assigned per event. Complete the form and fax to the State Emergency Operations Center prior to leaving for the event. The State Emergency Operations Center will forward the information to the event. This will allow the incident to start putting resources into an operational plan.

When checking into the event, provide the Time Keeping Unit the original copy. One copy will go the Strike Team/Task Force Leader and one copy to the home jurisdiction.

Crew Change-Out: The replacement crew will need to complete only the Resource # and Event Name and the bottom half of the manifest. Only complete the top half of the manifest if there is a change. Fax a copy to the State Emergency Operations Center prior to leaving for the crew change out. It is the home jurisdiction's responsibility to obtain the Incident Commander's approval for a crew change prior to the change-out.

- Fill in the boxes with the information requested.
- Use N/A for those not applicable.
- The hourly rate for a volunteer is from the Washington – Oregon Interagency Rate Schedule.
- The hourly rate for a career employee is the employee's regular hourly rate. This rate is needed for the Incident Cost Accounting Reports (ICARS).
- Inform the time unit of duty status (overtime / regular).
- Inform the time unit as to whether the local labor agreement pays for all hours away from duty-station or pays for hours worked only.

Fire Jurisdiction: Pierce County Fire District # 22				FDID # 27D22	Federal Tax ID # 91-1234567	Phone (253) 863-1800	Cell (253) 783-9002
Vehicle License # E13443	Type 1 Engine Type 2 Engine <input checked="" type="checkbox"/> Type 3 Engine Type 4 Engine	Type 5 Engine Type 6 Engine Type 7 Engine Interface Eng.	Type 1 Tender Type 2 Tender Type 3 Tender Ladder Truck	ALS Unit BLS Unit Command Post Personal Vehicle	Command Vehicle Heavy Machinery Other _____	AWD: <u>Yes</u> / No Foam: <u>Yes</u> / No	Pump Rate in GPM: 125 Tank Size in Gallons: 600
Name Jim White		Social Security Number 322-21-2212		Home Address 1212 Bird Road, Bonney Lake 98343		✓Career Volunteer	Hrly Rate \$ 18.50 Position DRVR Message Phone 253-821-8822
Name Bob Brown		Social Security Number 322-21-1112		Home Address 1634 Water Street, Puyallup 98444		Career ✓Volunteer	Hrly Rate \$ 11.50 Position FF Message Phone 253-821-8822

FAX to the State Emergency Operations Center
Prior to Leaving for Event.
253-512-7234



LOST/DAMAGED EQUIPMENT NOTICE

Attach all related reports and statements to this form.

Resource #

Event Name:

CHECK ONLY ONE

Vehicle Damage / Incident

Equipment Damage

Equipment Loss

FIRE JURISDICTION CLAIM INFORMATION

Fire Jurisdiction Name:

FDID #:

Address:

City:

ZIP:

Person Completing Form:

Phone #:

PERSONAL CLAIM INFORMATION

Name:

Address:

City:

ZIP:

Person Completing Form:

Phone #:

INCIDENT INFORMATION

Date:

Time:

(AM) (PM)

Location:

Describe loss/damage fully: (Vehicle License, Make, Model, Year, Color, type, and extent of damage)

Attach a statement describing in detail what happened

Witness:

Phone:

Witness:

Phone:

INVESTIGATION

Investigated by:

Phone:

Damage/loss caused or contributed by the dynamics of the incident: (YES) (NO) (UNDETERMINED)

Attach copy of Investigation Report to this notice

Reviewer	Printed Name	Signature	Date
Immediate Supervisor:			
Division Supervisor:			
Safety Officer:			
Finance Officer:			
Incident Commander:			

Return To:
WSP Emergency Mobilization Section
POB 42600
Olympia, WA 98504

Top Copy: To Mobilization Section
Second Copy: To Incident
Third Copy: To Jurisdiction / Employee

MOBE 9-2 Effective 5/02
Do Not Use Previous Versions

**MOBILIZATION FORM
INSTRUCTIONS**

**LOST / DAMAGED EQUIPMENT NOTICE
FORM 9-2**

Form Use:

This form is to be used to report at an event, equipment that is lost or damaged.

Completing Form:

- Fill in the boxes with the information requested.
- Use N/A for those not applicable.
- Complete the form on behalf of an individual or fire jurisdiction.
- Use one form per resource number assigned to an event.
- Describe the lost or damaged item in detail.
- Attach a statement describing in detail what happened and be sure to sign and date it.

IF THERE IS NO INVESTIGATION - THERE WILL BE NO CLAIM REIMBURSEMENT

Review Section:

This section requires at a minimum the Immediate Supervisor, Safety Officer and Finance Officer signatures.

A copy of this form needs to be left at the incident.

Return the Completed Form Within 45 Days Of The Event:

**EMERGENCY MOBILIZATION SECTION
POB 42600
OLYMPIA WA 98504**



MOBILIZATION CAREER INVOICE
ONE PAGE PER EVENT / RESOURCE #

Resource #

Event Name:

Fire Jurisdiction:			EVENT: WA-WFS-_____
Address:			FED TAX ID #
City:	State:	ZIP:	FDID #

Regular Paid (Career) Personnel

Career Employee Name	Regular Hours	Overtime Hours	Regular Rate	Overtime Rate	Subtotal
1)			\$	\$	\$
2)			\$	\$	\$
3)			\$	\$	\$
4)			\$	\$	\$
5)			\$	\$	\$
				Subtotal	\$

Backfill (Replacement) Personnel

Backfill (Replacement) Employee Name	Overtime Hours	TCC Rate	Subtotal	Subtotal Divided by 3
1)		\$	\$	\$
2)		\$	\$	\$
3)		\$	\$	\$
4)		\$	\$	\$
5)		\$	\$	\$
6)		\$	\$	\$
7)		\$	\$	\$
8)		\$	\$	\$
			Subtotal	\$

TOTALS

Career Subtotal	\$
Backfill/Replacement Cost	\$
Total Amount Owed	\$

**Complete And Return No Later Than 45 Days From
The Date Of Mobilization**

Signature	Printed Name	Date:

Page ____ of ____

Return To:
WSP Emergency Mobilization Section
POB 42600
Olympia, WA 98504

Send to Mobilization Section

MOBE 16-2A Effective 5/02
Do Not Use Previous Versions

**MOBILIZATION FORM
INSTRUCTIONS**

**MOBILIZATION CAREER INVOICE
FORM 16-2A**

Form Use:

This form is for jurisdictions to claim reimbursement for career employees.

Completing Form:

- Fill in the boxes with the information requested.
- Use N/A for those not applicable.
- Attach MOBE Form 16-2B for each employee listed.
- Use one form per resource number assigned to an event.
- If you need additional space, attach additional forms.

Return The Completed Form Within 45 Days Of The Event.

EMERGENCY MOBILIZATION SECTION
POB 42600
OLYMPIA WA 98504



MOBILIZATION CAREER WORKSHEET

ONE PAGE PER EVENT / RESOURCE #

Resource #
Event Name:

Attach One Form Per Firefighter Per Event	Reimbursement Rate	
Name:	Regular Hours Rate	Overtime Hours Rate
Check One: Career Backfill/Replacement		
Base Hourly Rate (No Benefits Included)	\$	\$
Social Security (Hourly) If Applicable	\$	\$
Medicare (Hourly) %	\$	\$
LEOFF / PERS (Hourly) %	\$	\$
L&I Insurance (Actual Hourly Rate)	\$	\$
Medical/Dental Insurance	\$	
Monthly Rate \$ Divided by Regular Hours = Hourly Amount		
Life Insurance, Employee Assistance Program, and Disability Insurance Included with Medical Insurance.		
Total Cost of Compensation Rate	\$	\$

Hours Worked:

Date	On/Off Shift	Hours From	Hours To	Regular Hours	Overtime Hours	Shift
1)						
2)						
3)						
4)						
5)						
6)						
7)						
8)						
9)						
10)						
11)						
12)						
13)						
14)						
15)						
16)						
17)						
18)						
Total Hours						Total Amount
Total Dollars (Hours x TCC Rates Above)				\$		\$
Backfill/Replacement (Overtime Hours x TCC Divided By 3				\$		\$

Page ____ Of ____

Return To:
WSP Emergency Mobilization Section
POB 42600
Olympia, WA 98504

Send To Mobilization Section
Attach to MOBE 16-2A

MOBE 16-2B Effective 5/02
Do Not Use Previous Versions

MOBILIZATION FORM INSTRUCTIONS

MOBILIZATION CAREER INVOICE - WORKSHEET FORM 16-2B

Form Use:

This form is to be used to show how the Total Cost of Compensation and hours claimed were derived.

Completing Form:

- Fill in the boxes with the information requested.
- Use one form per employee, per event. If employee went to event and also filled a backfill/replacement role, two forms are needed, one for each assignment.

EXAMPLE

Attach One Form Per Firefighter Per Event	Reimbursement Rate	
Name: John Doe	Regular Hours Rate	Overtime Hours Rate
Check One: <input checked="" type="checkbox"/> Career <input type="checkbox"/> Backfill/Replacement		
Base Hourly Rate (No Benefits Included)	\$ 15.00	\$ 22.50
Social Security (Hourly) If Applicable \$.17	\$.17	\$.26
Medicare (Hourly) % \$.32	\$.32	\$.48
LEOFF / PERS (Hourly) % \$ 1.25	\$ 1.25	\$ 1.88
L&I Insurance (Actual Hourly Rate) \$.31	\$.31	\$.47
Medical/Dental Insurance \$ 2.45	\$ 2.45	
Monthly Rate \$ Divided by Regular Hours = Hourly Amount		
Life Insurance, Employee Assistance Program, and Disability Insurance Included with Medical Insurance.		
Total Cost of Compensation Rate	\$ 19.50	\$ 25.59

Hours Worked:

Date	On/Off Shift	Hours From	Hours To	Regular Hours	Overtime Hours	Shift
1) 8/2-3/00	On-shift	8:00 AM	8:00 AM	12	0	A
2) 8/3-4/00	Off-shift	8:00 AM	3:30 PM	0	7.5	Off
Total Hours				12	7.5	Total Amount
Total Dollars (Hours x TCC Rates Above)				\$ 19.50	\$ 25.59	\$ 425.93
Backfill/Replacement (Overtime Hours x TCC Divided By 3)				\$	\$	\$

This is an example of a career fire jurisdiction employee who leaves half way through a 24-hour shift on a mobilization. On the second day the employee works only 7.5 hours including travel time home.

Return The Completed Form Within 45 Days Of The Event.

EMERGENCY MOBILIZATION SECTION
POB 42600
OLYMPIA WA 98504

APPENDIX G.2

Washington – Oregon Interagency Rate Schedule
Amended and Adopted by the Washington State Association of Fire Chiefs

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A copy of the most current version of the Washington – Oregon Interagency Rate Schedule is  
available from the Washington State Association of Fire Chiefs' website: <http://www.wsafc.org/>  
~~~~~

APPENDIX G.3

SUMMARY OF VOLUNTEER FIREFIGHTER BENEFITS

Volunteer firefighter personnel mobilized under the *Washington State Fire Services Resource Mobilization Plan* are placed on the Washington Military Department's State payroll system and paid in accordance with the current Washington – Oregon Interagency Rate Schedule as amended and adopted by the Washington State Association of Fire Chiefs.

Mobilized volunteer firefighter personnel do NOT receive State:

- Insurance Benefits (exception: industrial insurance through State L&I, see below)
- Retirement
- Vacation Leave
- Sick Leave
- Personal Holiday
- Holidays

Mobilized volunteer firefighters are covered by the State Department of Labor and Industries' (L&I) industrial insurance benefits for state fire mobilization related illness, injury, or death. For additional information: <http://www.lni.wa.gov/IPUB/242-104-000.htm> or 1-800-547-8367 (toll free).

Services provided, in the event of a work-related injury or illness, to mobilized volunteer firefighter personnel by State L&I:

- Medical Care (injury/illness related)
- Time-Loss: Wage-Replacement Benefits
- Property Damage (clothing, footwear, protective equipment)
- Travel Expenses (claim related)
- Permanent Partial Disability Awards
- Permanent Total Disability Awards
- Survivor Benefits

Volunteer firefighters are not eligible for any benefits from the Volunteer Firefighters and Reserve Officers' Relief and Pension Act for work compensated by the state's fire mobilization program. For additional information: <http://www.bvff.wa.gov> or 1-877-753-7318 (toll free).

Mobilized volunteer firefighter personnel are eligible for the U.S. Department of Justice's Public Safety Officers' Benefits (PSOB) Program. The PSOB Program provides a one-time financial benefit (the benefit is adjusted each year on October 1st to reflect the percentage of change in the Consumer Price Index) to the eligible survivors of public safety officers whose deaths are the direct and proximate result of a traumatic injury sustained in the line of duty. The PSOB Program provides the same benefit to public safety officers who have been permanently and totally disabled by a catastrophic personal injury sustained in the line of duty if that injury permanently prevents the officer from performing any gainful work. For additional information: <http://www.ojp.usdoj.gov/BJA/html/specprog.htm> or 1-888-744-6513 (toll free).

APPENDIX G.4

ALLOWABLE COSTS IN THE TOTAL COST OF COMPENSATION

Purpose

This Appendix is intended to prescribe those agency personnel costs that may be included in the determination of total cost of compensation (TCC) for the purpose of reimbursement claims for state fire resources mobilization under this *Mobilization Plan*. No costs, direct or indirect, other than those prescribed below may be claimed as part of TCC or as other reimbursable personnel costs of any provider agency.

Provisions of the *Mobilization Plan*

The *Mobilization Plan* provides for TCC in Section 14.1.4:

Cost Measure: "The measure to be used for the regular paid or career personnel costs of fire agencies is the total cost of compensation (TCC), including benefits."

The intent of the *Mobilization Plan* is that the provider agency be made whole, i.e., that its total direct costs of compensation provided to the employee be reimbursed; indirect costs are not included.

Total cost of compensation includes direct benefit costs, e.g., medical and dental insurance, other insurance benefits, required retirement contributions (including FICA), and industrial insurance (see below for comprehensive list). All of these are direct costs of individual employee compensation.

Overhead and indirect expense costs are not allowed. The fact that such costs may be calculated as part of the overall expense of operations does not change them into direct costs of employee compensation that are recoverable by reimbursement under the *Mobilization Plan*. Examples of overhead or indirect costs that are not reimbursable are calculated costs of vacation, sick leave, holidays, and other authorized personal leave, whether viewed separately or taken together in a calculation of "productivity cost" or other term.

Under defined circumstances, the overtime premium of required direct replacement (backfill) personnel is allowed for in the *Mobilization Plan*. The indirect costs attributable to normal operational staffing because of personal leave allowances granted to employees are not recoverable under the *Mobilization Plan*.

Total Cost of Compensation (TCC)

The following direct agency costs for employees are includable in determining TCC for the purpose of agency cost reimbursement claims. No other costs, direct or indirect, may be included.

- Direct Compensation (salary or wage, including regularly included adjustments allowed, e.g., qualification premiums, education premium, longevity)
- Social Security (FICA and Medicare)
- Retirement System Contributions (e.g., LEOFF or PERS)
- State Industrial Insurance (e.g., Washington State Department of Labor and Industries)
- Medical Insurance
- Dental Insurance
- Disability Insurance
- Life Insurance
- Employee Assistance Plan (EAP)

Overtime TCC

In determining overtime premium TCC, the costs of employer-provided insurance costs (e.g., medical, dental, disability, life, and EAP) are excluded. The costs for those benefits are totally accounted for in the determination of regular TCC. They are independent of direct compensation, retirement taxes/contributions, or costs based on hours worked (e.g., state industrial insurance).

APPENDIX G.5

COMPENSATION OF FULL-TIME FLSA-EXEMPT PERSONNEL FOR STATE FIRE MOBILIZATION ASSIGNMENTS

A BASIC GUIDE

Purpose

There have been recurring questions regarding the means for compensating full-time FLSA-exempt personnel for state fire mobilization assignments. The underlying question is: Can exempt personnel be granted extra compensation without compromising their exempt status?

These guidelines answer that question and provide policy and procedure examples.

Fair Labor Standards Act

The federal Fair Labor Standards Act establishes the standards and requirements for employee compensation. Employees who meet minimum prescribed standards of responsibility and are paid a salary (as opposed to an hourly wage rate) are classed as “exempt” from FLSA compensation rules. The FLSA “test” for determining exempt status is beyond the scope of these guidelines.

The primary thrust of the FLSA regulations for exempt status addresses the loss of that status when an employee is subject to deductions from pay, not additions to pay.

The regulation specifically allows for additional compensation, and consistent letter rulings state that such additional compensation may be made on any basis.

Many public employers who otherwise pay exempt employees on a salary basis also have some form of overtime compensation that may be in the form of additional pay (often at a straight time rate) or compensatory time.

Regulations

The regulations include a specific allowance for additional compensation besides salary: Minimum guarantee plus extras. It should be noted that the salary may consist of a predetermined amount constituting all or part of the employee’s compensation. In other words, additional compensation besides the salary is not inconsistent with the salary basis of payment. 29 CFR Section 541.118(b).

Another regulation that is notable applies to overtime payments: Section 7(p)(2) of the FLSA provides that where state or local government employees, solely at their option, work occasionally or sporadically on a part-time basis for the same public agency in a different capacity from their regular employment, the hours worked in the different jobs shall not be combined for the purpose of determining overtime liability. 29 CFR Section 553.30(a).

The important aspect of this regulation is the reference to “occasional or sporadic”, which is further defined in the succeeding subsection:

The term occasional or sporadic means infrequent, irregular, or occurring in scattered instances. There may be an occasional need for additional resources in the delivery of certain types of public services that is at the time best met by the part-time employment of an individual who is already a public employee. 29 CFR 553.30(b)(1).

Administrative Letter Rulings: Department of Labor, Wage and Hour Division

Two letter rulings dated April 6, 1995, from Daniel F. Sweeney, Deputy Assistant Administrator, address the point in question.

- (1) Opinion concerning whether a salaried exempt employee can be paid additional compensation for services rendered in excess of 40 hours in a workweek.
- (2) Does the payment of additional compensation to employees who meet both the duties test and salary basis for exemption under Part 541 defeat an otherwise valid exemption?

Response:

Additional compensation besides the required minimum weekly salary guarantee may be paid to exempt employees for hours worked beyond their standard workweek without affecting the salary basis of pay. Thus, extra compensation may be paid for overtime to an exempt employee on any basis. The overtime payment need not be at time and one-half, but may be straight time, or at one-half time, or flat sum, or on any other basis.

Department of Labor Field Operations Handbook

This reference clearly allows the use of either overtime or compensatory time for exempt employees:

Extra Compensation Paid for Overtime

Extra compensation may be paid for overtime to an exempt employee on any basis. The overtime payment need not be at time and one-half, but may be straight time, or flat sum, or on any other basis. Section 22b01.

This appears to be based on the 1995 administrative letter rulings cited above.

Court Rulings

Court rulings on the question of additional compensation effecting exempt status are split. The 4th Circuit has explicitly found that employees exempt under the act (FLSA) may be paid overtime (on whatever basis) for hours worked beyond their regular schedule. No federal court has unequivocally condemned such practices. One Federal District court has expressly approved straight-time overtime, but another has suggested that hourly overtime would invalidate the exemption. None of these court rulings have addressed the administrative letter rulings by the Department of Labor or the potential good faith reliance defense thereon.

Review of the relevant case law indicates that regular and consistent payment of overtime or compensatory time, in conjunction with normal and regular duties and assignments, may defeat salaried status. If the extra hours are usual and/or regularly anticipated, additional compensation for such extra hours is not considered generally consistent with salaried status. These characteristics contrast sharply with the reference in the regulations to "occasional or sporadic" instances of special part-time or temporary public employment, which are exceptions from even normal (i.e., non-exempt) overtime payment if the work is undertaken at the sole option of the employee. The point is noted because state fire resource mobilizations are clearly "occasional and sporadic" as defined by the Department of Labor.

Decision Summary

Department of Labor regulation specifically permits additional compensation besides salary for exempt employees.

State fire resource mobilization is an infrequent event, only implemented in the event of a major emergency situation requiring resources beyond those available locally or by virtue of mutual aid. Court questions on the effect of additional compensation payments to exempt status center on regular and consistent local practices.

Extra compensation for exempt status personnel, granted for response to major emergency incidents that are infrequent and unusual, is allowable, and such extra compensation will not defeat salaried status.

Implementation Procedure

Local fire protection jurisdictions that have concluded that extra compensation is allowable for their exempt personnel responding to state fire resource mobilizations have generally enacted a policy prescribing the principles for granting such extra compensation, and, in some instances, incorporated provisions for it within their staff salary and benefit program. Such policies and procedures are encouraged because they can incorporate the legal foundations for them and prescribe the principles for allowing such payments.

Examples of policies and procedures are included.

RESOLUTION

Compensation for Special Non-District Emergency Assignments

WHEREAS, the fire services within the State of Washington are the primary emergency response to all kinds of emergency and disaster situations; and

WHEREAS, provisions have been or may be made at the local, regional, and state levels for fire services response commensurate with the demands of the situation; and

WHEREAS, fire resources from non-host jurisdictions may be called through mutual aid and other agreements, and may be further supplemented by additional fire resources mobilized by the State of Washington pursuant to the State Fire Services Mobilization Act, Chapter 38.54 RCW; and

WHEREAS, the personnel and equipment of _____ County Fire Protection District _____ may be called to respond to emergency or disaster situations outside of the District by special agreement or by a mobilization request by the State of Washington, including personnel exempt from state and federal overtime compensation laws; therefore be it

RESOLVED by the Board of Commissioners of _____ County Fire Protection District _____ as follows:

1. The response of exempt personnel of the District to major emergency incidents outside of the jurisdictional boundaries of the District is recognized and deemed to be in the best interest of the District, the region, and the state.
2. Compensation should be paid to exempt personnel who respond to major emergency incident situations commensurate with the time, duties, and responsibilities of the work undertaken in such circumstances.
3. The Board of Commissioners of the District may authorize and grant, in its sole discretion, a special duty bonus to any exempt employee of the District as compensation for special emergency assignments not performed on behalf of the District.
4. The form and amount of special duty bonus shall be at the sole discretion of the Board of Commissioners.
5. Reimbursement of any special duty bonus granted in accordance with this Resolution shall be sought from or through the State of Washington when there are provisions for such reimbursement by either agreement or law.
6. This Resolution and all provisions hereof shall and are hereby declared to be effective _____.

RESOLUTION adopted in regular meeting this _____ day of _____, _____.

FIRE DISTRICT POLICY

Compensation for Special Non-District Emergency Assignments

The response of exempt personnel of the District to major emergency incidents outside of the jurisdictional boundaries of the District is recognized and deemed to be in the best interest of the District, the region, and the state.

Full time employees of the District responding to and participating in state fire resource mobilization shall remain employees of the District, and shall be compensated as prescribed by the current Salary and Benefit Program for Full Time Staff Personnel or the current agreement between the District and IAFF Local _____ as applicable.

Reimbursement of special assignment compensation expense shall be sought from or through the State of Washington when there are provisions for such reimbursement by either agreement or law.

FIRE DISTRICT STAFF SALARY AND BENEFIT PROGRAM

Special Compensation for State Fire Mobilization Service

The Board of Commissioners of the District has declared that participation in state fire mobilization pursuant to the *Washington State Fire Services Resource Mobilization Plan* is in the best interest of the District.

Exempt district personnel responding to and participating in state fire mobilization shall remain employees of the District at all times. They may be granted special extra hourly compensation for all extra hours as follows:

Fire Chief	\$ _____
Assistant Chief	\$ _____
Deputy Chief	\$ _____
Division Chief	\$ _____

This special compensation provision is made in recognition of the special requirements and duties of their state fire mobilization assignments, and is subject to the review and approval of the Board of Commissioners.

Non-exempt District personnel responding to and participating in state fire mobilization shall remain employees of the District at all times, and shall be paid their usual regular or overtime rates for all hours pursuant to normal and usual compensation procedures.

APPENDIX G.6

MODEL AGREEMENTS FOR TEMPORARY EMPLOYMENT OF STATE FIRE MOBILIZATION EMPLOYEES

TEMPORARY EMPLOYMENT AGREEMENT

Intent of Agreement

It is the intent of this Agreement that a temporary employment relationship between the Employer and the Employee named herein below be established and documented for the sole and exclusive purpose of having that relationship exist only in instances when the Employer tasks the Employee to respond to a Washington State fire resource mobilization in accordance with the provisions of the *Washington State Fire Services Resource Mobilization Plan*.

Whereas, major emergency incidents may result in the state mobilization of fire resources as provided by the *Washington State Fire Services Resource Mobilization Plan*; and

Whereas, Employer has committed to provide fire resources to state mobilization efforts; and

Whereas, Employee is a qualified firefighter who may be available for assignment by Employer to a state fire resource mobilization;

Therefore, it is hereby agreed by and between _____
(Employer) and _____ (Employee) as follows:

Temporary Employment

Employee agrees to be employed by Employer as a temporary firefighter, if and as available, to respond and act as such when called upon by Employer for the sole purpose of responding to authorized Washington State fire resource mobilization events in accordance with the terms and conditions of the *Washington State Fire Services Resource Mobilization Plan*.

Term of Temporary Employment

Such employment shall only be effective for the period of time that fire resources are committed to a fire resource mobilization by the Employer. Each fire resource mobilization shall constitute a separate event and a potential separate period of temporary employment.

Wages

Employee shall be paid by Employer the prescribed hourly wage rate for the position worked at the state fire mobilization incident as set forth in the current Washington – Oregon Interagency Rate Schedule as amended and adopted by the Washington State Association of Fire Chiefs.

Benefits

Employee shall receive no Employer-provided benefits other than Employer-provided insurance as required by law.

Employee shall be reimbursed for work-related direct expenses as allowed by Employer and reimbursable to Employer by provision of the *Washington State Fire Services Resource Mobilization Plan*.

Employment Status

Employee acknowledges that employment under this Agreement is temporary only, for the sole purpose of providing adequate resources to Employer for participation in state fire resource mobilization. Employee has and asserts no right to permanent employment with Employer, or bargaining unit member status or rights with any bargaining unit that has a labor agreement with Employer.

Employee Signature

Date

Employer Signature

Date

LETTER OF UNDERSTANDING

BETWEEN

IAFF LOCAL _____

AND

FOR TEMPORARY STATE FIRE MOBILIZATION EMPLOYEES

The parties to this Letter of Understanding are **IAFF LOCAL** _____ ("Union") and _____ ("Employer").

In accordance with the provisions of Chapter 41.56 RCW, and the current Collective Bargaining Agreement between the parties:

- The District recognizes the Union as the exclusive bargaining representative for the uniformed personnel of the District.
- This Letter of Understanding sets forth the terms and conditions of agreement that differ from or amend those of the current Collective Bargaining Agreement.

Whereas, major emergency incidents may result in the mobilization of fire resources as provided by the *Washington State Fire Services Resource Mobilization Plan*; and

Whereas, Employer has committed to provide fire resources to state mobilization efforts; and

Whereas, Employer wishes to engage qualified temporary employees for assignment to state fire mobilization incidents; therefore

It is Hereby Agreed:

Temporary Firefighter Employees for State Fire Mobilization Incidents

Employer may engage temporary employees as firefighters tasked to major incidents declared in accordance with the provisions of the *Washington State Fire Services Resources Mobilization Plan*. Such employment shall only be effective for the period of time that fire resources are committed to a state fire resource mobilization incident by the Employer. Each state fire resource mobilization shall constitute a separate event and a potential separate period of temporary employment.

Status of Temporary Firefighter Employees

Temporary employees engaged as firefighters tasked to a state fire resource mobilization shall not be either members of or represented by the Union during any term of such temporary employment. No provisions of the current Collective Bargaining Agreement between Employer and Union shall apply to such temporary employees, who shall pay no union dues and have no rights or privileges under said Collective Bargaining Agreement.

Union Signature

Date

Employer Signature

Date